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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

| | PAGE |
|--|-------------|
| TABLE OF CONTENTS | 1 |
| 100 Overview | 4 |
| 101 Purpose | 4 |
| 102 Accessing | 4 |
| 103 Security | 4 |
| 104 Screen Functions | 4 |
| 200 Descriptor Tables | 5 |
| 201 Purpose | 5 |
| 202 Accessing | 5 |
| 203 Screen Formats | 5 |
| 204 Table Entry Keys | 7 |
| 205 Inquiry Procedures | 10 |
| 206 Entry Procedures | 10 |
| 207 Table Element Descriptions | 12 |
| 208 Error Codes and Messages | 25 |
| 300 Transaction Code Decision Table | 26 |
| 301 Purpose | 26 |
| 302 Accessing | 26 |
| 303 Screen Format | 26 |
| 304 Entry Key | 26 |
| 305 Table Element Descriptions | 27 |
| 306 Inquiry Procedures | 32 |
| 307 Error Codes and Messages | 32 |
| 400 Cost Code Table | 32 |
| 401 Purpose | 32 |
| 402 Accessing | 32 |
| 403 Screen Format | 33 |
| 404 Entry Key | 33 |
| 405 Table Element Descriptions | 33 |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

| | |
|--------------------------------|----|
| 406 Inquiry Procedures | 34 |
| 407 Entry Procedures | 35 |
| 408 Error Codes and Messages | 37 |
| 500 Vendor Edit Table | 37 |
| 501 Purpose | 37 |
| 502 Accessing | 37 |
| 503 Screen Format | 38 |
| 504 Entry Key | 38 |
| 505 Table Element Descriptions | 38 |
| 506 Inquiry Procedures | 40 |
| 507 Entry Procedures | 41 |
| 508 Error Codes and Messages | 42 |
| 600 Project Control Table | 42 |
| 601 Purpose | 42 |
| 602 Accessing | 42 |
| 603 Screen Format | 43 |
| 604 Entry Key | 43 |
| 605 Table Element Descriptions | 43 |
| 606 Inquiry Procedures | 44 |
| 607 Entry Procedures | 45 |
| 608 Error Codes and Messages | 45 |
| 700 System Management | 46 |
| 701 Purpose | 46 |
| 702 Accessing | 46 |
| 703 Screen Format | 46 |
| 704 Screen Functions | 46 |
| 705 Entry Key | 46 |
| 706 Table Element Descriptions | 47 |
| 707 Inquiry Procedures | 48 |
| 708 Error Codes and Messages | 48 |
| 800 Security Table | 49 |

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

| | |
|---|-----------|
| 801 Purpose | 49 |
| 802 Accessing | 49 |
| 803 Screen Format | 49 |
| 804 Entry Key | 49 |
| 805 Table Element Descriptions | 50 |
| 806 Inquiry Procedures | 52 |
| 807 Error Codes and Messages | 52 |
| 900 Table Maintenance Error Codes and Messages | 52 |
| 901 Cost Code Error Codes - "C" Level | 53 |
| 902 Descriptor Table Error Codes - "D" Level | 55 |
| 903 System Management Error Codes - "M" Level | 64 |
| 904 Project Control Error Codes - "P" Level | 65 |
| 905 Security Table Error Codes - "S" Level | 66 |
| 906 Transaction Code Decision Table Error Code - "T" Level | 68 |
| 907 Vendor Edit Error Codes - "V" Level | 72 |
| 1000 DOA Contact | 75 |

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

100 Overview

The Commonwealth Accounting and Reporting System (CARS) is a table driven system. Tables perform such functions as: (1) define valid codes, (2) provide titles for the codes, and (3) define financial posting criteria and edits.

The tables allow CARS to edit transactions and detect many basic types of errors. The codes used in each financial transaction are checked against information in the tables and, if certain relationships do not exist between the transaction and the table, CARS rejects the transaction.

The primary CARS tables are:

- Descriptor Tables
- Transaction Code Decision Table
- Cost Code Table
- Vendor Edit Table
- Project Control Table
- System Management Table
- Security Table

101 Purpose

The purpose of the table maintenance/inquiry subsystem is to provide a timely means of updating or inquiring upon system tables. Updating tables occurs in an on-line, real-time mode, which allows for the immediate use of the code.

102 Accessing

The table maintenance/inquiry subsystem can only be accessed through functions 20 through 26 on the CARS Master Menu.

103 Security

Access to the table maintenance/inquiry subsystem is based upon the security authorization established for the user ID in the CARS Security Table. If a user attempts to access a function and they do not have security clearance, they will receive a 'Z11 - SECURITY VIOLATION' message on the terminal screen.

104 Screen Functions

Six common functions can be performed at each screen. The functions and the corresponding actions are listed below.

FUNCTION

A = Add

C = Change

D = Delete

V = View

N = Next

PF13 = Menu

ACTION

New code is added to the table.

Reference data and/or title is changed for an existing code.

Existing code is deleted from the table.

Reference data and title are displayed.

Page forward and display next table entry.

Return to Master Menu.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables

201 Purpose

The titles for codes contained in CARS are located in the Descriptor Tables. These tables also serve as the master list of all valid codes contained in the system. Each time a code is entered (whether as part of an accounting transaction or as part of a table maintenance transaction), a verification is made to ensure that the code is present in the Descriptor Tables. Failure to find the code generally results in an error. Refer to CAPP Volume 3, Topic No. 70225, "Descriptor Tables," for manual procedures and forms preparation for maintenance of the Descriptor Tables.

202 Accessing

The Descriptor Table Maintenance/Inquiry is accessed by selecting function '20' on the CARS Master Menu. A table number is entered at the ACTL0200 screen to access the individual table. **You must return to the ACTL0200 screen when switching between tables.**

203 Screen Formats

ACTL020 C A R S - DESCRIPTOR TABLE MAINTENANCE/INQUIRY S200

WELCOME TO THE DT TABLE MAINTENANCE SYSTEM
ENTER A TABLE NUMBER AND HIT ENTER TO PERFORM MAINTENANCE/INQUIRY
HIT PF13 TO RETURN TO MAIN MENU

DT TABLE NUMBER:

This screen appears for all tables except D09 and D21

ACTL0201 C A R S - DESCRIPTOR TABLE MAINTENANCE/INQUIRY S201

ENTER FUNCTIONS: (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, PF13=MENU)

TABLE-NUMBER: TABLE ENTRY-KEY: FISCAL YEAR:

REFERENCE-DATA: 1234567890123456789012345

TITLE:

START-DATE: END-DATE: LAST-PROC-DATE:

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

203 Screen Formats (Continued)

This screen appears for D09 table.

ACTL0201 C A R S - DESCRIPTOR TABLE MAINTENANCE/INQUIRY S201

ENTER FUNCTIONS: (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, PF13=MENU)

TABLE-NUMBER: **09** TABLE ENTRY-KEY: FISCAL YEAR:

REFERENCE-DATA:
1234567890123456789012345

TITLE:

START-DATE: END-DATE: LAST-PROC-DATE: 01 16 92

REPORTING-ENTITY:

CARS-SECURITY-OFFICER-NAME: PHONE:

Z06 - RECORD SUCCESSFULLY DISPLAYED
PLEASE ENTER FUNCTION

This screen appears for D21 table.

ACTL0201 C A R S - DESCRIPTOR TABLE MAINTENANCE/INQUIRY S201

ENTER FUNCTIONS: (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, PF13=MENU)

TABLE-NUMBER: **21** TABLE ENTRY-KEY: FISCAL YEAR:

REFERENCE-DATA:
1234567890123456789012345

TITLE:

START-DATE: END-DATE: LAST-PROC-DATE:

VENDOR-ID: TDF-IND: TIP-IND:

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

204 Table Entry Keys

There are thirty-eight tables in the Descriptor Tables. The table name, table number, and the table-entry-key are listed below.

| Table Name | Table Number | Table-Entry-Key |
|------------------------|--------------|--|
| Function | 01 | Function |
| Sub-Function | 02 | Function Sub-Function |
| Program | 03 | Program |
| Sub-Program | 04 | Program Sub-Program |
| Element | 05 | Program Sub-Program Element |
| Fund Group | 06 | Fund Group |
| Fund Detail | 07 | Agency Fund Group Fund Detail |
| Secretarial Area | 08 | Secretarial Area |
| Agency | 09 | Agency |
| Organizational Level 1 | 10 | Agency Org. Level 1 |
| Organizational Level 2 | 11 | Agency Org. Level 1 Org. Level 2 |
| Organizational Level 3 | 12 | Agency Org. Level 1 Org. Level 2 Org. Level 3 |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

204 Table Entry Keys (Continued)

| Table Name | Table Number | Table-Entry-Key |
|------------------------|--------------|--|
| Organizational Level 4 | 13 | Agency Org. Level 1 Org. Level 2 Org. Level 3 Org. Level 4 |
| General Ledger Account | 14 | GLA |
| Major Object | 15 | Major Object |
| Minor Object | 16 | Major Object Minor Object |
| Revenue Source | 17 | Revenue Source |
| Project | 18 | Project Agency |
| Task | 19 | Project Task Agency |
| Phase | 20 | Project Task Phase Agency |
| FIPS | 21 | FIPS |
| Political Subdivision | 22 | Agency PSD |
| Bank Code | 23 | Bank Code |
| *Payment Type | 24 | Payment Type |
| Pre-Audit Control | 30 | Request No. Type Hold-Value |

*Tables are not currently used in CARS. Therefore, no additional information will be provided in this topic.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

204 Table Entry Keys (Continued)

| Table Name | Table Number | Table-Entry-Key |
|---|--------------|---|
| *GAAP Fund | 31 | GAAP Fund |
| *GAAP Subfund | 32 | GAAP Fund GAAP Subfund |
| *GAAP Conversion | 33 | Agency Fund Group Fund Detail GLA Project |
| Comptroller's Debt Setoff | 35 | Request No. CDS Type Value |
| Revenue Class | 36 | Revenue Class |
| Project Type | 37 | Project Type |
| *Subsidiary | 38 | GLA Subsidiary |
| Federal Catalog | 39 | Federal Catalog Number |
| Batch Type | 40 | Batch Type |
| Register Type | 41 | Register Type |
| Error Code | 51 | Error Code |
| Correction Element - Element No. or - Element Name | 52 | Element No. Element Name |
| Virginia Power Account Number | 53 | Customer Account Number |

*Tables are not currently used in CARS. Therefore, no additional information will be provided in this topic.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

205 Inquiry Procedures

The inquiry procedures for the Descriptor tables are listed below.

| Step | Procedure |
|------|--|
| 1 | Select Descriptor, Function '20', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter the table number and press "Enter" key. |
| 3 | Enter 'V' at the function prompt. |
| 4 | Type in the table entry key. |
| 5 | Press the "Enter" key. |

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

206 Entry Procedures

To add a new entry on the Descriptor Table after completion of Descriptor Table Maintenance Form (DA-04-190):

| Step | Procedure |
|------|--|
| 1 | Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter the table number and press "Enter" key. |
| 3 | Enter 'A' (add) at the function prompt. |
| 4 | Enter Table Entry Key from the Descriptor Table Maintenance form. |
| 5 | Enter Fiscal Year - use two zeros for an indefinite time period or enter the last two digits of a specific fiscal year for which a code is to be used. |
| 6 | Enter Reference Data, if applicable for table, positions 1 through 25 on the Descriptor Table Maintenance form. |
| 7 | Enter Title from Descriptor Table Maintenance form. |
| 8 | Enter Start or End date if necessary. |
| 9 | Press the "Enter" key. |
| 10 | Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful. |
| 11 | If a message other than "Z01" appears, refer to Subsection 900, "Table Maintenance Error Codes and Messages," for assistance. |
| 12 | Enter a 'V' (View) at the function prompt followed by the Table-Entry-Key. Review the addition for proper keying. |

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

206 Entry Procedures (Continued)

To change an existing record after completion of the Descriptor Table Maintenance Form (DA-04-190):

| Step | Procedure |
|------|---|
| 1 | Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter the table number and press "Enter" key. |
| 3 | Enter 'V' (View) or 'N' (Next) as appropriate at the function prompt. |
| 4 | For function 'V' (View), enter the Table Entry Key from the Descriptor Table Maintenance form. |
| 5 | Press "Enter" key. |
| 6 | If the correct record is displayed, enter 'C' for change in the prompt for function. |
| 7 | Change appropriate fields. Table Entry Key fields cannot be changed. |
| 8 | Press "Enter" key. |
| 9 | When a record has successfully been changed, the screen message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed. |
| 10 | If any other message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Codes and Messages." Correct any errors and press the "Enter" key. |
| 11 | Enter a 'V' at the function prompt and then the Table-Entry-Key . Review the changed record for proper keying. |

NOTE: The fiscal year may not be changed. You must delete the original code and then add it back with the changed fiscal year. For codes originally established with a fiscal year other than '00' and a start date, no manual changes are required for the code to be carried forward to the next fiscal year. DOA will execute a program to create fiscal year '00' records for these entries.

To delete a record after completion of the Descriptor Table Maintenance Form (DA-04-190):

| Step | Procedure |
|------|--|
| 1 | Select Descriptor, function '20', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter the table number and press "Enter" key. |
| 3 | View the entry to be deleted. (See steps 3 - 5 under changing a record) |
| 4 | Enter 'D' (Delete) at the function prompt. |
| 5 | Press "Enter" key. |
| 6 | Message 'D03 - DO YOU WISH TO DELETE? ENTER Y OR N IN THE FUNCTION FIELD.' |
| 7 | Enter 'Y' or 'N', as appropriate, in the function field. |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

206 Entry Procedures (Continued)

| Step | Procedure |
|------|---|
| 8 | Press "Enter" key. |
| 9 | When record has been successfully deleted, the screen message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed. |
| 10 | Enter a 'V' at the function prompt and then the Table-Entry-Key. Verify that the next record was displayed and not the record just deleted. |

207 Table Element Descriptions

The Descriptor Tables are actually made up of 38 tables. Each table is uniquely identified by a table number from 01 through 53. The description of the table elements are listed below.

| Element | Length | Description |
|-----------------|--------|---|
| Table-Number | 2 | Uniquely identifies table. |
| Table-Entry-Key | 20 | The valid code or combination of codes that are defined. |
| Reference-Data | 25 | Informational data that has a defined relationship to the code identified in the Table-Entry-Key. |
| Title | 50 | The English language title for the code. |

The following Elements are standard for all tables and are not included in each detailed table description.

| Field | Information |
|-------------|--|
| Fiscal Year | Enter two zeros for an indefinite time period. Or, enter the last two digits of a specific fiscal year for which a code is to be used. |
| Start Date | Enter the first date a code can be used. |
| End Date | Enter the last date a code can be used. |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

"Fiscal Year"

A. For the following tables, the "Fiscal Year" will always be '00':

D14 - General Ledger Account
D21 - FIPS
D22 - PSD
D23 - Bank Code
D35 - Comptroller's Debt Setoff
D36 - Revenue Class
D37 - Project Type
D38 - Subsidiary Account
D39 - Federal Catalog Number
D40 - Batch Type
D41 - Register Type
D51 - Error Code
D52 - Element Number

B. For all other tables, use the following instructions:

1. When adding a new code, enter two zeros '00' in the "Fiscal Year" field if the code will be used for an indefinite time period and the code will become effective when entered in the system.
2. When adding a new code that will be used in a specific fiscal year, the "Fiscal Year" field must be filled with the fiscal year (using the 'YY' format) the code will be used.

The "Fiscal Year" field will default to '00' if it is left blank.

"Start Date" and "End Date"

Required: The start date or end date is required when there is a change to an original code being used in two consecutive years. The end date must be entered for the code to be used in the first consecutive year. The start date must be entered for the code to be used in the second year.

Not allowed: The start date and the end date are not allowed when the "Fiscal Year" field is '00'.

Optional: The start date and the end date are optional when adding a code having a specific fiscal year in the "Fiscal Year" field if that code is not being used in two consecutive years.

The "Start Date" and the "End Date" are required to be in the 'MMDDYY' format.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

The following element descriptions are for each of the tables. **The tables preceded with an asterisk (*) cannot be updated by the agencies; however, agencies may have inquiry access to these tables. The tables preceded with two asterisks (**) can only be accessed by DOA personnel.** The numbers appearing next to Table-Entry-Key and Reference Data represent the number of positions for the data in that field.

*** D01 Table - Function** - This table contains the 2-digit function code and title associated with a specific function.

| Field/Position | Information |
|---------------------|------------------------------|
| Table Number | '01' |
| Table-Entry-Key/1-2 | Function Code |
| Reference Data | Does not apply to this table |
| | Function Title |

*** D02 Table - Subfunction** - This table contains the 2-digit function code and the 2-digit subfunction code and title associated with a specific subfunction.

| Field/Position | Information |
|---------------------|--------------------------------|
| Table Number | '02' |
| Table-Entry-Key/1-2 | Function Code (Must be on D01) |
| /3-4 | Subfunction Code |
| Reference Data | Does not apply to this table |
| Title | Subfunction Title |

*** D03 Table - Program** - This table contains the 3-digit program code, the title associated with that specific program, and other descriptive information.

| Field/Position | Information |
|---------------------|--|
| Table Number | '03' |
| Table-Entry-Key/1-3 | Program Code |
| Reference Data/1-2 | Function Code (Must be on D01) |
| /3-4 | Subfunction Code (Must be on D02) |
| /5 | Appropriation Control Level |
| | 1 = Program level |
| | 2 = Program/subprogram level |
| | 3 = Program/subprogram/element level |
| | 9 = No appropriation control |
| /6 | Program Detail Indicator |
| | 'Y' = Subprogram required |
| | 'N' = Subprogram not required |
| | Blank = Subprogram optional |
| /7 | Carryforward Indicator |
| | 'Y' = Appropriations carried forward to the new year as reappropriations |
| | 'N' = Appropriations not carried forward |
| Title | Program Title |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* **D04 Table - Subprogram** - This table contains the 3-digit program code, 2-digit subprogram code, the title associated with that specific subprogram, and other descriptive information.

| Field/Position | Information |
|---------------------|-------------------------------|
| Table Number | '04' |
| Table-Entry-Key/1-3 | Program Code (Must be on D03) |
| /4-5 | Subprogram Code |
| Reference Data/1 | Program Detail Indicator |
| | 'Y' = Element required |
| | 'N' = Element not required |
| | Blank = Element is optional |
| Title | Subprogram Title |

* **D05 Table - Element** - This table contains the 3-digit program code, 2-digit subprogram code, 2-digit element code, and the title associated with that specific element.

| Field/Position | Information |
|---------------------|-------------------------------|
| Table Number | '05' |
| Table-Entry-Key/1-3 | Program Code (Must be on D03) |
| /4-5 | Subprogram (Must be on D04) |
| /6-7 | Element Code |
| Reference Data | Does not apply to this table |
| Title | Element Title |

* **D06 Table - Fund** - This table contains the 2-digit fund group code, the title associated with that specific fund group and other descriptive information.

| Field/Position | Information |
|---------------------|---------------------------|
| Table Number | '06' |
| Table-Entry-Key/1-2 | Fund Group Code |
| Reference Data/1 | Cash Control Level |
| | 0 = absolute cash control |
| | 1 = no cash control |
| Title | Fund Group Title |

* **D07 Table - Fund Detail** - This table contains the 3-digit agency code, 2-digit fund group, 2-digit fund detail code, the title associated with that specific agency/fund detail and other descriptive information.

| Field/Position | Information |
|---------------------|--|
| Table Number | '07' |
| Table-Entry-Key/1-3 | Agency Code (Must be on D09 Table) |
| /4-5 | Fund Group Code (Must be on D06 Table) |
| /6-7 | Fund Detail Code |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*D07 Table - Fund Detail (Continued)

| Field/Position | Information |
|------------------|--|
| Reference Data/1 | Cash Control Level 0 = absolute cash control 1 = no cash control |
| Title | Fund Detail Title |

* **D08 Table - Secretarial Area** - This table contains the secretarial area code and title associated with that specific secretarial area.

| Field/Position | Information |
|---------------------|------------------------------|
| Table Number | '08' |
| Table-Entry-Key/1-2 | Secretarial Area Code |
| Reference Data | Does not apply to this table |
| Title | Secretarial Area Title |

* **D09 Table - Agency** - This table contains the 3-digit agency code and title associated with a specific agency and other descriptive information.

| Field/Position | Information |
|---------------------|--|
| Table Number | '09' |
| Table-Entry-Key/1-3 | Agency Code |
| Reference Data/1-2 | Secretarial Area (Must be on D08 Table) |
| /3-5 | Control Agency (Must have been previously established in the D09 Table) |
| /6 | Agency Cost Code Indicator 'Y' = Cost code required 'N' = Cost code not allowed Blank = Cost code use optional |
| /7 | Detail Indicator 'D' = Detail FAACS User 'S' = Summary or Local FAACS user 'B' = Both Summary and Detail FAACS User Blank = Not a FAACS user |
| /8 | Fund Indicator 'G' = FAACS General Fixed Asset Account Group 'N' = Any fund except the FAACS General Fixed Asset Account Group 'A' = Any FAACS Fund Blank = Not a FAACS user |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*D09 Table - Agency (Continued)

| Field/Position | Information |
|----------------------------|--|
| Reference Data/9 | 1099 Participation Indicator 'Y' = Agency/Control Agency is a participant in the 1099 Reporting Program 'N' = Agency/Control Agency is not a participant in the 1099 Reporting Program |
| /10 | Vendor File Indicator 'C' = Vendor names retrieved from the Agency's Vendor Edit Table 'L' or Blank = Vendor names not retrieved from the Vendor Edit Table 'R' = Vendor names retrieved from Control Agency's Vendor Edit Table. |
| /11 | Control Agency Transfer Indicator 'Y' = Control Agency has authority to transfer appropriations within control group Blank = No authority |
| /12-21 | Agency's area code and phone number to be included with remittance information (check stub or Electronic Data Interchange remittance). |
| /22 | Agency Type 'A' = Agency with no control authority 'B' = Both central and control agency 'C' = Control Agency 'N' = Non-State Agency 'S' = Statewide "central" agency |
| Title | Agency Title |
| Reporting Entity | Agency/Control agency Federal Tax Reporting number. |
| CARS Security Officer Name | Name of the CARS Security Officer. |
| Phone | Phone number of the CARS Security Officer. |

D10 Table - Organization Level 1 - This table contains the 3-digit agency, 3-digit organization level 1 code, and the title associated with that specific organization level one.

| Field/Position | Information |
|---------------------|------------------------------------|
| Table Number | '10' |
| Table-Entry-Key/1-3 | Agency Code (Must be on D09 Table) |
| /4-6 | Organization Level One Code |
| Reference Data | Does not apply to this table |
| Title | Organization Level One Title |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

D11 Table - Organization Level 2 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, and the title associated with that specific organization level two.

| Field/Position | Information |
|---------------------|--|
| Table Number | '11' |
| Table-Entry-Key/1-3 | Agency Code (Must be on D09 Table) |
| /4-6 | Organization Level One Code (Must be on D10 Table) |
| /7-9 | Organization Level Two Code |
| Reference Data | Does not apply to this table |
| Title | Organization Level Two Title |

D12 Table - Organization Level 3 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, 3-digit organization level 3 code, and the title associated with that specific organization level three.

| Field/Position | Information |
|---------------------|--|
| Table Number | '12' |
| Table-Entry-Key/1-3 | Agency Code (Must be on D09 Table) |
| /4-6 | Organization Level One Code (Must be on D10 Table) |
| /7-9 | Organization Level Two Code (Must be on D11 Table) |
| /10-12 | Organization Level Three Code |
| Reference Data | Does not apply to this table |
| Title | Organization Level Three Title |

D13 Table - Organization Level 4 - This table contains the 3-digit agency, 3-digit organization level 1 code, 3-digit organization level 2 code, 3-digit organization level 3 code, 3-digit organization level 4 code, and the title associated with that specific organization level four.

| Field/Position | Information |
|---------------------|--|
| Table Number | '13' |
| Table-Entry-Key/1-3 | Agency Code |
| /4-6 | Organization Level One Code (Must be on D10 Table) |
| /7-9 | Organization Level Two Code (Must be on D11 Table) |
| /10-12 | Organization Level Three Code (Must be on D12 Table) |
| /13-15 | Organization Level Four Code |
| Reference Data | Does not apply to this table |
| Title | Organization Level Four Title |

| | |
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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*** D14 Table - General Ledger Account** - This table contains the 3-digit general ledger account code, the title associated with that specific general ledger account and other descriptive information.

| Field/Position | Information |
|---------------------|--|
| Table Number | '14' |
| Table-Entry-Key/1-3 | General Ledger Account Code |
| Reference Data/1 | Close Indicator |
| | '1' = Real Account (not to be closed at year end) |
| | '2' = Nominal Account (closed at year end) |
| /2 | Debit/Credit Indicator |
| | 'D' = General Ledger Account has a normal debit balance |
| | 'C' = General Ledger Account has a normal credit balance |
| /3 | Subsidiary Indicator (currently unavailable in CARS) |
| /4 | Operating Indicator |
| | 'Y' = Operating File Support required |
| | 'N' or Blank = Operating File Support not allowed |
| Title | General Ledger Account Title |

*** D15 Table - Major Object** - This table contains the 2-digit major object code and the title associated with that specific major object.

| Field/Position | Information |
|---------------------|------------------------------|
| Table Number | '15' |
| Table-Entry-Key/1-2 | Major Object Code |
| Reference Data | Does not apply to this table |
| Title | Major Object Title |

*** D16 Table - Minor Object** - This table contains the 2-digit major object, 2-digit minor object code, and the title associated with that specific minor object.

| Field/Position | Information |
|---------------------|---|
| Table Number | '16' |
| Table-Entry-Key/1-2 | Major Object Code (Must be on D15 Table) |
| /3-4 | Minor Object Code |
| Reference Data/1 | 1099 Type Indicator - Identifies 1099 form type |
| /2-3 | 1099 Box Indicator - Identifies the 1099 reporting box. |
| Title | Minor Object Title |

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

*** D17 Table - Revenue Source** - This table contains the 5-digit revenue source code, the title associated with that specific revenue source, and other descriptive information.

| Field/Position | Information |
|---------------------|--|
| Table Number | '17' |
| Table-Entry-Key/1-5 | Revenue Source Code |
| Reference Data/1-2 | First occurrence of the Fund Group in which this revenue source code may be used |
| /3-4 | Second occurrence of the Fund Group in which this revenue source code may be used |
| /5-6 | Third occurrence of the Fund Group in which this revenue source code may be used |
| /7-8 | Fourth occurrence of the Fund Group in which this revenue source code may be used |
| /9-10 | Fifth occurrence of the Fund Group in which this revenue source code may be used |
| /11-12 | Sixth occurrence of the Fund Group in which this revenue source code may be used |
| /13-14 | Seventh occurrence of the Fund Group in which this revenue source code may be used |
| /15-16 | Eighth occurrence of the Fund Group in which this revenue source code may be used |
| /17-18 | Ninth occurrence of the Fund Group in which this revenue source code may be used |
| /19-20 | Tenth occurrence of the Fund Group in which this revenue source code may be used |
| /21-22 | Revenue Class Code |
| Title | Revenue Source Title |

D18 Table - Project - This table contains the 5-digit project code, 3-digit agency, the title associated with that specific project, and other descriptive information.

| Field/Position | Information |
|---------------------|---|
| Table Number | '18' |
| Table-Entry-Key/1-5 | Project Code |
| /6-8 | Agency Code or '000' for Statewide projects |
| Reference Data/1 | Project Type |
| /2-12 | Federal Identification Number |
| /13-19 | Capital Item Number |

| | |
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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D18 Table - Project (Continued)

| Field/Position | Information |
|-------------------|---|
| Reference Data/20 | Cash Control Posting Level Indicator 0 = Do not move project to the cash control file key 1 = Move project to the cash control file key |
| Title | Project Title |

D19 Table - Project Task - This table contains the 5-digit project, 2-digit project task code, 3-digit agency, and the title associated with that specific project task.

| Field/Position | Information |
|---------------------|---|
| Table Number | '19' |
| Table-Entry-Key/1-5 | Project Code (Must be on D18 Table) |
| /6-7 | Project Task |
| /8-10 | Agency Code or '000' for Statewide projects |
| Reference Data | Does not apply to this table |
| Title | Project Task Title |

D20 Table - Project Phase - This table contains the 5-digit project, 2-digit project task, 2-digit project phase code, 3-digit agency, and the title associated with that specific project phase.

| Field/Position | Information |
|---------------------|---|
| Table Number | '20' |
| Table-Entry-Key/1-5 | Project Code (Must be on D18 Table) |
| /6-7 | Project Task (Must be on D19 Table) |
| /8-9 | Project Phase |
| /10-12 | Agency Code or '000' for Statewide projects |
| Reference Data | Does not apply to this table |
| Title | Project Phase Title |

*** D21 Table - FIPS** - This table contains the 3-digit Federal Information Processing Standards (FIPS) code and the title associated with that specific FIPS code. The FIPS codes identify the localities or other subdivisions of the Commonwealth.

| Field/Position | Information |
|---------------------|-------------------|
| Table Number | '21' |
| Table-Entry-Key/1-3 | FIPS Code |
| Reference Date/1-3 | Related FIPS |
| /4 | FIPS Type |
| /5-11 | U.S. Census |
| /12-18 | School Age Census |
| Title | FIPS Title |

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* D21 Table - FIPS (Continued)

| Field/Position | Information |
|----------------|--|
| Vendor-ID | Enter the Taxpayer Identification Number and suffix. |
| TDF-IND | Enter Y if locality is part of Northern Virginia Transportation District Fund. |
| TIP-IND | Enter Y if locality is participating in the Transportation Improvement Program Set-Aside Fund. |

D22 Table - PSD - This table contains the 3-digit agency code and 3-digit Location (PSD) code and the title associated with that specific PSD code. This code is utilized to identify stores, offices, or branches of an agency.

| Field/Position | Information |
|-----------------------------|---|
| Table Number | '22' |
| Table-Entry-Key/1-3 /4-6 | Agency Code (Must be on D09) Location Code |
| Reference Data | Does not apply to this table |
| Title | Location Title |

*** D23 Table - Bank Code** - This table contains the 4-digit Bank code and the title associated with that specific bank.

| Field/Position | Information |
|-------------------------------|---|
| Table Number | '23' |
| Table-Entry-Key/1-4 | Bank Code |
| Reference Data/1-12 /13-16 | Treasury Bank Account number Treasury trans code |
| Title | Bank Title |

**** D30 Table - Pre-Audit Hold** - This table contains the code and title associated with specific pre-audit hold requests.

| Field | Pre-Audit Hold Value Length | Information |
|---------------------------|-----------------------------|----------------------------------|
| Table Number | | '30' |
| Table-Entry-Key/1-3 /4 | | Request Number Pre-Audit Type |
| | 3 | A = Agency |
| | 1 | B = Batch Type |
| | 3 | C = Transaction Code |
| | 3 | D = GLA |
| | 4 | E = Object |
| | 3 | F = Program |
| | 2 | G = Fund Group |
| | 5 | H = Project |
| | 5 | I = Revenue Source |
| | 12 | J = Transaction Amount |

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

** D30 Table - Pre-Audit Hold (Continued)

| Field | Pre-Audit Hold Value Length | Information |
|----------------|-----------------------------|------------------------------|
| | 2 | K = Fiscal Year |
| | 12 | L = Certified Amount |
| | 4 | M = Fund Detail |
| | 1 | N = Vendor Indicator |
| | 9 | O = Vendor Identification |
| /5-16 | | Pre-Audit Hold Value |
| Reference Data | | Does not apply to this table |
| Title | | Pre-Audit Hold Title |

**** D35 Table - Comptroller's Debt Setoff** - This table contains the code and title associated with specific debt setoff criteria.

| Field/Position | CDS Value Length | Information |
|---------------------|------------------|--------------------------------|
| Table Number | | '35' |
| Table-Entry-Key/1-3 | | Request Number (001 - 999) |
| /4 | | CDS Type |
| | 1 | A = Batch Type |
| | 3 | B = GLA |
| | 9 | C = EIN |
| | 9 | D = SSN |
| | 4 | E = Object Code |
| | 4 | F = Fund Code |
| | 3 | G = Trans Code |
| | 1 | H = EIN/SSN Indicator |
| | 3 | I = Agency |
| | 5 | J = Revenue Source |
| | 7 | K = Program/Subprogram/Element |
| | 9 | N = Project/Task/Phase |
| | 2 | Q = Vendor-ID Suffix |
| | 3 | R = Cost Code |
| | 12 | Y = Minimum Amount |
| | 12 | Z = Amount |
| /5-16 | | Value |
| Reference Data | | Does not apply to this table |
| Title | | Title |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* **D36 Table - Revenue Class** - This table contains the 2-digit Revenue Class code and the title associated with that specific revenue class.

| Field/Position | Information |
|---------------------|------------------------------|
| Table Number | '36' |
| Table-Entry-Key/1-2 | Revenue Class Code |
| Reference Data | Does not apply to this table |
| Title | Revenue Class Title |

* **D37 Table - Project Type** - This table contains the 1-digit project type code and the title associated with that specific project type.

| Field/Position | Information |
|-------------------|------------------------------|
| Table Number | '37' |
| Table-Entry-Key/1 | Project Type |
| Reference Data | Does not apply to this table |
| Title | Project Type Title |

* **D39 Table - Federal Catalog Number** - This table contains the 8-digit Federal Catalog Number code and the title associated with that specific federal catalog number.

| Field/Position | Information |
|---------------------|------------------------------|
| Table Number | '39' |
| Table-Entry-Key/1-8 | Federal Catalog Number |
| Reference Data | Does not apply to this table |
| Title | Federal Catalog Title |

* **D40 Table - Batch Type** - This table contains the 1-digit Batch Type code and the title associated with that specific batch type.

| Field/Position | Information |
|-------------------|------------------------------|
| Table Number | '40' |
| Table-Entry-Key/1 | Batch Type Code |
| Reference Data | Does not apply to this table |
| Title | Batch Type Title |

* **D41 Table - Register Type** - This table contains the 1-digit Register Type code and the title associated with that specific register type.

| Field/Position | Information |
|-------------------|------------------------------|
| Table Number | '41' |
| Table-Entry-Key/1 | Register Type |
| Reference Data | Does not apply to this table |
| Title | Register Type Title |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

200 Descriptor Tables (Continued)

207 Table Element Descriptions (Continued)

* **D51 Table - Error Code** - This table contains the 3-digit Error Code, the title associated with that specific error code and other descriptive information.

| Field/Position | Information |
|---------------------|---------------------|
| Table Number | '51' |
| Table-Entry-Key/1-3 | Error Code |
| Reference Data/1-2 | Element Number |
| /3-4 | Element Length |
| Title | Error Message Title |

** **D52 Table - Element Number/Name** - This table contains the 2-digit correction element code, or the 20-character element name, the title associated with that specific element and other descriptive information.

| Field/Position | Information |
|----------------------|--|
| Table Number | '52' |
| Table-Entry-Key/1-20 | Element Number/Name |
| Reference Data/1-2 | Element Length (The number of positions on the history record for the data element) |
| /3-5 | Location (The location of the first position of the field on the history record) |
| /6 | Level B = Batch H = Header D = Detail G = Group |
| /7-9 | Detail Location (If Level is B or G, this value should be between 1 and 800 inclusive) |
| Title | Correction Element Title |

** **D53 Table - Virginia Power Account Number** - This table includes the 12-digit agency customer account number for Virginia Power and other descriptive information.

| Field/Position | Information |
|----------------------|---|
| Table Number | '53' |
| Table-Entry-Key/1-12 | Virginia Power customer account number (preceded by 3 zeroes) |
| Reference Data/1-3 | Agency code of the agency whose customer account number is in the Table Entry Key |
| /4-10 | Virginia Power Contract Number |
| Title | Service Address |

208 Error Codes and Messages

All error codes and messages that apply to the Descriptor Table are listed in Subsection 902, "Descriptor Table Error Codes - 'D' Level."

| | |
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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table

301 Purpose

The Transaction Code Decision Table permits the predefinition of accounting system edits and operations based upon a single transaction concept of system processing. For each accounting transaction identified by a three-digit transaction code, the table identifies the general ledger impact, edits to be performed, and the files to be updated. Refer to CAPP Topic No. 60103, "Transaction Codes," for a discussion of the use of and other procedures.

302 Accessing

The Transaction Code Decision Table Maintenance/Inquiry is accessed by function '21' on the CARS Master Menu.

303 Screen Format

ACTL0210 C A R S - TRANSACTION CODE DECISION TABLE S210
MAINTENANCE/INQUIRY

ENTER FUNCTION: (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, PF13=MENU)

TRANS -CODE:

TITLE:

| | | | | | | | | | | | | | | | | | |
|------------------|---------------|-------|-------|----------------|-------|-----|----------|-----|-----------|-----|---|--|-----|-----|-------|-----|---|
| GENERAL LEDGER | DR-1: | CR-1: | | DR-2: | CR-2: | | | | | | | | | | | | |
| ACCOUNTS: | DR-3: | CR-3 | | DR-4 | CR-4 | | | | | | | | | | | | |
| TRANS EDIT | AGY | CT | MOD | FFY | FND | OBJ | RSC | PGM | SUB | | | | | | | | |
| INDICATORS: | REV | CHK | NME | ADR | CUR | REF | ARF | GLA | FCO | | | | | | | | |
| | VCH | MLT | DUE | INO | PRJ | FIP | PSD | | | | | | | | | | |
| CHECK-WRITE-IND: | DOC-CNTL-IND: | | | DOC-CNTL-SIGN: | | | REG-SEQ: | | POST-SEQ: | | | | | | | | |
| BATCH-TYPES: | | | | | | | | | | | | | | | | | |
| | A/S | INX | MATCH | GLA | P | | A/S | INX | MATCH | GLA | P | | A/S | INX | MATCH | GLA | P |
| FILE | DF: | | | | | | | | | | | | | | | | |
| POSTING | AP: | | | | | | | | | | | | | | | | |
| INDICATORS | OF: | | | | | | | | | | | | | | | | |
| | PF: | | | | | | | | | | | | | | | | |
| | CC: | | | | | | | | | | | | | | | | |
| | SF: | | | | | | | | | | | | | | | | |
| | CR: | | | | | | | | | | | | | | | | |

304 Entry Key

The Table-Entry-Key for the transaction code decision table is the three-digit transaction code.

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions

| Element | Instruction |
|-----------------------------|--|
| Transaction Code | The three-digit transaction code. |
| Title | The title of the transaction code, up to thirty characters. |
| General Ledger Accounts | The three-digit general ledger accounts to be posted. |
| Transaction Edit Indicators | <p>The one character transaction edit indicator selecting the following valid values:</p> <p style="margin-left: 40px;">R Data element required. N Data element not allowed. Blank Data element optional.</p> <p>The indicators relate to the following data elements:</p> <p style="margin-left: 40px;">Agency (AGY) Cost Code (CT) Modifier (MOD) Funding Fiscal Year (FFY) Fund (FND) Object (OBJ) Revenue Source (RSC) Program (PGM) *Subsidiary General Ledger Account (SUB) Reverse (REV) Check ID (CHK) Vendor Name (NME) Vendor Address (ADR) Current Document No. (CUR) Reference Document No. (REF) Agency Reference (ARF) General Ledger Account (GLA) Fund Control Override (FCO) Agency Voucher Number (VCH) Multi-Purpose Code (MLT) Invoice Due Date (DUE) Invoice Number (INO) Project Number (PRJ) FIPS Code (FIP) Political Subdivision Code (PSD)</p> |

*Currently unavailable in CARS.

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|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

| Element | Instructions |
|---------------------------------|--|
| Check Write Indicator | <p>The one-digit character used to indicate whether a disbursement is to be made by CARS or a process outside of CARS. Valid values are:</p> <ul style="list-style-type: none"> 0 No disbursement. 1 Write a positive amount to be disbursed. 2 Non-CARS disbursement. 3 Write a negative amount to be disbursed (i.e., credit memo). |
| Document Control Indicator | <p>The one-digit indicator which identifies the type of document control for a transaction. Valid values are:</p> <ul style="list-style-type: none"> 1 = Current document number 2 = Reference document number 3 = Agency voucher number 4 = Agency list number Blank = No document control |
| Document Control Sign Indicator | <p>The one-character indicator which determines whether the transaction amount should be included in the computation of the certified amount. Valid values are:</p> <ul style="list-style-type: none"> '+' = Add transaction amount to certified amount. '-' = Subtract transaction amount from certified amount. Blank = Do not include transaction amount in computation of certified amount. |
| Register Sequence Indicator | <p>The one-digit character used to identify the general category of the transaction entered. Valid values are:</p> <ul style="list-style-type: none"> 1 Receipts 2 Disbursements 3* Encumbrances 4 Budgetary 5 Agency Transfers 6 Payroll 7 Miscellaneous 8 Tax Assessments 9 DOA Journal Entries D Debit Memos |

*Currently unavailable in CARS.

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

| Element | Instructions |
|-------------------------|---|
| Posting Sequence | <p>The one-digit posting sequence indicator used to identify the order of posting a transaction within a batch. Valid values are:</p> <ul style="list-style-type: none"> 0 Revenue/Receipt Credits 1 Revenue/Receipt Charges 2 Appropriation Balance Credits 3 Allotment Balance Credits 4* Encumbrance Credits (Excluding Payment Related Credits) 5 Expenditure Abatements 6 Allotment Balance Charges 7 Appropriation Balance Charges 8* Encumbrance Charges 9 Expenditure/Disbursement Charges and All Other Transactions |
| Batch Types | <p>The one-character indicator which identifies the batches in which a specific transaction may appear. Ten batch types may be specified. Valid values are listed on the D40 Descriptor Table.</p> |
| File Posting Indicators | <p>Three sets of five different indicators control posting to the following files:</p> <ul style="list-style-type: none"> Document File (DF) Appropriation File (AP) Operating File (OF) * Project File (PF) Cash Control File (CC) * Subsidiary File (SF) Cash Reconciliation (CR) |
| Add/Subtract (A/S) | <p>The one-character indicator used to determine whether the transaction amount will be added to or subtracted from the file that is being updated. Valid values are:</p> <ul style="list-style-type: none"> '+' = Add (to file) '-' = Subtract (from file) |

*Currently unavailable in CARS.

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

| Element | Instructions | |
|---------------------|---|---|
| Index (INX) | The two-digit indicator used to identify which financial fields in the appropriate file are to be updated by the transaction. The valid index values are assigned as follows: | |
| | Index | Financial Fields |
| Document File: | 01 | Document Amount |
| | 02 | Adjustment Amount |
| | 03 | Liquidation Amount |
| | 04 | Payment Amount |
| Appropriation File: | 01 | Original Appropriations |
| | 02 | Re-Appropriations |
| | 03 | Subsequent Executive Appropriation |
| | 04 | Subsequent Legislative Appropriation |
| | 05 | Deficit Appropriation |
| | 06 | Appropriation Transfers |
| | 07 | Revisions/Cancellation |
| | 08 | Allotment Quarter 1 |
| | 09 | Allotment Quarter 2 |
| | 10 | Allotment Quarter 3 |
| | 11 | Allotment Quarter 4 |
| | 12 | Accrued Expenditures |
| | 13 | Expenditure Disbursements |
| | 14* | Encumbrances |
| | 15 | Accrued Revenues |
| | 16 | Revenue Collection |
| | 17 | Restricted Appropriation |
| Operating File: | 01 | Updated by all transactions posting to the operating file |

Note: FM1 through FM13 are automatically posted based upon the fiscal month entered on detail accounting transactions. Based on the transaction code, the Start of Year accumulator will also be automatically posted.

*Currently unavailable in CARS.

| | |
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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

305 Table Element Descriptions (Continued)

| Element | Instructions | |
|------------------------------|--|----------------------------------|
| | Index | Financial Fields |
| Cash Control File: | 01 | Beginning Balance |
| | 02 | Net Transfers |
| | 03 | Revenue Collections |
| | 04 | Other Collections |
| | 05 | Expenditure Disbursements |
| | 06 | Other Disbursements |
| | 07 | Warrants in Process |
| | 08 | Investments |
| | 09 | Petty Cash |
| Cash Reconciliation File: | 01 | Automated Checks |
| | 02 | Manual Checks |
| | 03 | Negative Manual Disbursements |
| | 04 | Negative Automated Disbursements |
| | 10 | Payroll Charges |
| | 11 | Payroll Deductions |
| | 20 | Receipts |
| | 21 | Revenue Adjustment |
| | 40 | Positive Cash Transfers |
| | 41 | Negative Cash Transfers |
| Match | <p>The one-character indicator which identifies if a match must be found on the referenced file. Valid values are:</p> <p>M Detail transaction must find a matching record.</p> <p>N Detail transaction must not find a matching record.</p> <p>Blank No file control.</p> <p>(Note: Only applies to Document, Appropriations and Cash Control files.)</p> | |
| General Ledger Account (GLA) | <p>The one-digit indicator which refers to one of the eight general ledger accounts. Enter 1 for GL-DR 1; 2 for GL-CR 1; 3 for GL-DR 2, etc. (Note: Applies only to the Document, Operating, and Subsidiary files).</p> | |
| Posting Document Number (P) | <p>The one-digit indicator which identifies which document number will be posted to the document file. Valid values are:</p> <p>1 Current Document Number</p> <p>2 Reference Document Number</p> <p>Blank No document number used.</p> | |

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|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

300 Transaction Code Decision Table (Continued)

306 Inquiry Procedures

The inquiry procedures for the Transaction Code Decision table are listed below.

| Step | Procedure |
|------|--|
| 1 | Select function '21', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) at the function prompt. |
| 3 | Type in three-digit transaction code. |
| 4 | Press the "Enter" key. |

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' (Next) at the function prompt, the next record to which the user has security access will be displayed. After each 'N' (Next) function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

307 Error Codes and Messages

All error codes and messages that apply to the Transaction Code Decision Table are listed in Subsection 906, "Transaction Code Decision Table Error Code - 'T' Level."

400 Cost Code Table

401 Purpose

The Cost Code Table provides a lower level of classification elements tailored to individual agencies. The data is assigned a three-digit cost code used to reference organization, project, FIPS, and/or PSD information for posting and reporting purposes. Refer to CAPP Topic No. 60105, "Cost Codes," for discussion of cost codes and forms preparation.

402 Accessing

The Cost Code Table Maintenance/Inquiry is accessed by entering function '22' on the CARS Master Menu.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

400 Cost Code Table (Continued)

403 Screen Format

ACTL0201 C A R S - COST CODE TABLE MAINTENANCE/INQUIRY S201

ENTER FUNCTIONS: (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, PF13=MENU)

AGENCY: COST-CODE: FISCAL YEAR:

TITLE:

ORG-LEVEL-1: ORG-LEVEL-2: ORG-LEVEL-3: ORG-LEVEL-4:

PROJECT: PROJECT-TASK PROJECT PHASE:

FIPS: PSD:

START-DATE: END-DATE: LAST-PROC-DATE:

404 Entry Key

The Table-Entry-Key for the cost code table is agency and cost code.

405 Table Element Descriptions

The table is composed of an agency code, cost code, title, and informational elements including organization level, project, FIPS, and PSD. Only one informational element is required to be accepted by CARS.

| Data Element | Description |
|---------------------|---|
| Agency | The three-digit agency code identifying the state agency using the cost code. |
| Cost Code | The alphanumeric three-character cost code. |
| Title | The descriptive title given to the cost code. |
| Org-Level-1 | The three-digit code given to the 1st level of agency organization on the Descriptor Table. |
| Org-Level-2 | The three-digit code given to the 2nd level of agency organization on the Descriptor Table. |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

400 Cost Code Table (Continued)

405 Table Element Descriptions (Continued)

| Data Element | Description |
|---------------------|---|
| Org-Level-3 | The three-digit code given to the 3rd level of agency organization on the Descriptor Table. |
| Org-Level-4 | The three-digit code given to the 4th level of agency organization on the Descriptor Table. |
| Project | Five-digit number assigned to a specific project/grant. |
| Project-Task | Two-digit data element used to differentiate between work or site oriented tasks in one project. |
| Project-Phase | Two-digit data element used to differentiate between time oriented periods or other units during one project. |
| FIPS | Three-digit element identifying the geographic location according to Federal Information Processing Standards (FIPS). |
| PSD | Three-digit code indicating the political subdivision of Virginia. |

406 Inquiry Procedures

The inquiry procedures for the Cost Code table are as follows:

| Step | Procedure |
|-------------|---|
| 1 | Select Cost Code, Function '22', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) at the function prompt. |
| 3 | Type in three-digit agency number and three digit cost code. |
| 4 | Press the "Enter" key. |

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

The first cost code for an agency can be viewed by typing a function of 'V' (View) and the three-digit agency number. By pressing the "Enter" key, the first cost code for the specified agency will be displayed.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

400 Cost Code Table (Continued)

407 Entry Procedures

To add a new entry on the Cost Code Table after completing the Cost Code Table Maintenance Form (DA-04-192):

| Step | Procedure |
|-----------|--|
| 1 | Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'A' (Add) at the function prompt. |
| 3 | Enter the following: (Positions refer to position on Cost Code Table Maintenance form, DA-04-192). |
| Agency | Enter required three-digit agency code found on the D09-Table. (Position 2-4). |
| Cost Code | Enter required three-character alphanumeric cost code assigned to the particular classification structure. (Position 5-7). |
| Title | Enter required title of the cost code given above not exceeding forty characters. |

The remaining items are individually optional; however, at least one is required for the cost code to be accepted by CARS.

| | |
|---------------|---|
| Org-Level-1 | Enter level 1 of organization as found on the D10 Table. (Position 8-10). |
| Org-Level-2 | Enter level 2 of organization. This item must be on the D11 Table and should only be specified if a value for Org-Level-1 is given. (Position 11-13). |
| Org-Level-3 | Enter level 3 of organization only if level 1 and 2 have been specified. This item must be on the D12 Table. (Position 14-16). |
| Org-Level-4 | Enter level 4 of organization only if values for level 1, 2, and 3 have been specified. If given, the value must be on the D13 Table. (Position 17-19). |
| Project | Enter the five position project code, if applicable. The code, if given, must be on the D18 Table. (Position 20-24). |
| Project-Task | If applicable, enter the two character project task found on Table D19. (Position 25 and 26). |
| Project-Phase | Enter the two character project phase if applicable. If given, the phase must be on the D20 Table. (Position 27 and 28). |
| FIPS | Enter the three character FIPS code found on the D21 Table. (Position 29-31). |
| PSD | Enter the three character PSD code found on Table D22. (Position 32-34). |

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

400 Cost Code Table (Continued)

407 Entry Procedures (Continued)

| Step | Procedure |
|------|--|
| 4 | Press the "Enter" key. |
| 5 | Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful. |
| 6 | Enter 'V' (View) at the function prompt. |
| 7 | Type in the three-digit agency number and three-digit cost code. |
| 8 | Press the "Enter" key. |
| 9 | Review data on screen for accuracy. |
| 10 | If any message appears refer to Subsection 900, "Table Maintenance Error Code and Messages" for assistance. |

To change an existing record after completion of the Cost Code Table Maintenance Form (DA-04-192):

- 1 Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key.
- 2 Enter 'V' (View) or 'N' (Next), as appropriate, at the function prompt.
- 3 For function 'V', enter agency number and cost code from the Cost Code Table Maintenance form.
- 4 Press "Enter" key.
- 5 If correct record is displayed, based on the requested key, enter 'C' for change in the prompt for function.
- 6 Change appropriate fields. **(Table entry key field can not be changed.)**
- 7 Press "Enter" key.
- 8 When record has successfully been changed message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed.
- 9 Enter 'V' at the function prompt.
- 10 Type in the three-digit agency number and three-digit cost code.
- 11 Press the "Enter" key.
- 12 Review data on screen for accuracy.
- 13 If any other message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Code and Messages." Correct any errors and press the "Enter" key.

NOTE: The fiscal year may not be changed. You must delete the original code and then add it back with the changed fiscal year. For codes originally established with a fiscal year other than '00' and a start date, no manual changes are required for the code to be carried forward to the next fiscal year. DOA will execute a program to create fiscal year '00' records for these entries.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

400 Cost Code Table (Continued)

407 Entry Procedures (Continued)

To delete a record after completion of the Cost Code Table Maintenance Form (DA-04-192):

| Step | Procedure |
|------|--|
| 1 | Select Cost Code, function '22', from the CARS Master Menu and press "Enter" key. |
| 2 | View (see above) the cost code to be deleted. |
| 3 | Enter 'D' (Delete) at the function prompt. |
| 4 | Press "Enter" key. |
| 5 | Message 'D03 - DO YOU WISH TO DELETE? PLEASE ENTER Y OR N IN THE FUNCTION FIELD.' |
| 6 | Enter 'Y' or 'N', as appropriate, in the function field. |
| 7 | Press "Enter" key. |
| 8 | When record has been successfully deleted message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed. |
| 9 | Enter 'V' (view) at the function prompt. |
| 10 | Type in the three-digit agency and three-digit cost code. |
| 11 | Press the "Enter" key. |
| 12 | Messages 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' or 'Z08 - END OF FILE' will confirm that transaction has been deleted. |

408 Error Codes and Messages

All error codes and messages that apply to the cost code table are listed in Subsection 901, "Cost Code Error Codes - 'C' Level."

500 Vendor Edit Table

501 Purpose

The Vendor Edit Table contains the name, address, EIN/SSN, and other information of employees, vendors and other entities to which an agency disburses funds. This information is used in the automatic preparation of warrants and for other special reporting purposes. Vendor information will normally be required for recording accounting transactions, such as disbursements and employee travel advances. Utilization of this table is mandatory for agencies participating in DOA's 1099 Reporting program. Use of the table is optional to all other agencies. Refer to CAPP Topic No. 60111, "Vendor Edit Table," for vendor edit table and forms preparation information.

502 Accessing

The Vendor Edit Table is accessed from the CARS Master Menu by entering a function of '23'.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

500 Vendor Edit Table (Continued)

505 Table Element Descriptions (Continued)

| Element | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|-------|------------|-------|-----------------------------|-------|------------------|---|----------------|---|--------------|---|------------------|---|------------------------------|---|-------------|---|----------------------------------|---|----------------------|---|------------------------------------|---|-------------|---|--------|---|--------|
| Vendor Remittance Address | The remittance address including the city, state, and zip of the entity specified in the vendor name. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1099 Mail To Address | The address for mailing 1099 information including the city, state, and zip. (Enter only if different from remittance address.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor Type | To indicate the type of payee. Valid codes are: <table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>0</td><td>Vendor Other</td></tr> <tr> <td>1</td><td>Employee (State)</td></tr> <tr> <td>2</td><td>Federal Agency</td></tr> <tr> <td>3</td><td>State Agency</td></tr> <tr> <td>4</td><td>Local Government</td></tr> <tr> <td>5</td><td>Other Political Subdivisions</td></tr> <tr> <td>6</td><td>Corporation</td></tr> <tr> <td>7</td><td>Sole Proprietors and Individuals</td></tr> <tr> <td>8</td><td>Medical Corporations</td></tr> <tr> <td>9</td><td>Individual Payments Not Reportable</td></tr> <tr> <td>A</td><td>Partnership</td></tr> <tr> <td>B</td><td>Estate</td></tr> <tr> <td>C</td><td>Trusts</td></tr> </table> | Value | Definition | 0 | Vendor Other | 1 | Employee (State) | 2 | Federal Agency | 3 | State Agency | 4 | Local Government | 5 | Other Political Subdivisions | 6 | Corporation | 7 | Sole Proprietors and Individuals | 8 | Medical Corporations | 9 | Individual Payments Not Reportable | A | Partnership | B | Estate | C | Trusts |
| Value | Definition | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | Vendor Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Employee (State) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Federal Agency | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | State Agency | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Local Government | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Other Political Subdivisions | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Corporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Sole Proprietors and Individuals | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Medical Corporations | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Individual Payments Not Reportable | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | Partnership | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | Estate | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | Trusts | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EIN | Employer Identification Number. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSN | Social Security Number. This field is required for Vendor Type "1," employee (state). | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor Status | The valid values are: <table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>Blank</td><td>Active</td></tr> <tr> <td>"I"</td><td>Inactive</td></tr> </table> | Value | Definition | Blank | Active | "I" | Inactive | | | | | | | | | | | | | | | | | | | | | | |
| Value | Definition | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blank | Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| "I" | Inactive | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minority-Bus-Ind | The valid values are: <table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>Y</td><td>Qualified Minority Business</td></tr> <tr> <td>Blank</td><td>Not applicable</td></tr> </table> <p>Source: Office of Minority Business Enterprises</p> | Value | Definition | Y | Qualified Minority Business | Blank | Not applicable | | | | | | | | | | | | | | | | | | | | | | |
| Value | Definition | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y | Qualified Minority Business | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blank | Not applicable | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

500 Vendor Edit Table (Continued)

505 Table Element Descriptions (Continued)

| Element | Description | | | | | | |
|----------------------|--|-------|------------|---|--------------------------|-------|----------------|
| Small-Bus-Ind | <p>The valid values are:</p> <table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>Y</td><td>Qualified Small Business</td></tr> <tr> <td>Blank</td><td>Not applicable</td></tr> </table> <p>Source: Office of Minority Business Enterprises</p> | Value | Definition | Y | Qualified Small Business | Blank | Not applicable |
| Value | Definition | | | | | | |
| Y | Qualified Small Business | | | | | | |
| Blank | Not applicable | | | | | | |
| FIPS | The FIPS as found on the D21 Table. Required when vendor-type is a "4." Not allowed when vendor-type is not a "4." | | | | | | |
| PSD | The PSD indicator from the D22 Table. May be used when vendor-type is a "4" or a "5." Not allowed when vendor-type is not a "4" or a "5." | | | | | | |
| Contact Name | The name of the person representing the entity. | | | | | | |
| Phone No. | Phone number for the contact name. | | | | | | |
| Sole Proprietor Name | The individual owner's name and not the company name. Required for vendor types equal to "7." | | | | | | |
| Partner/Estate/Trust | The legal name of the partnership, estate, or trust and not the business trading name. Required for vendor types equal to "A," "B," or "C." | | | | | | |

506 Inquiry Procedures

The inquiry procedures for the Vendor Edit table are listed below:

| Step | Procedure |
|------|---|
| 1 | Select Vendor Edit, Function '23', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) at the function prompt. |
| 3 | Enter Search Type 1 = Agency and Vendor ID 2 = Agency and Sort Name |
| 4 | Type in the data elements as defined by Search Type. |
| 5 | Press the "Enter" key. |

If the correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the Table-Entry-Key, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

500 Vendor Edit Table (Continued)

507 Entry Procedures

To add a new entry on the Vendor Edit table after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

| Step | Procedure |
|------|--|
| 1 | Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'A' (Add) at the function prompt. |
| 3 | Enter information into the appropriate fields from the Vendor Edit Table Maintenance form. |
| 4 | Press the "Enter" key. |
| 5 | Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful. |
| 6 | If any other message appears refer to Subsection 900, "Table Maintenance Error Code and Messages," for assistance. |

To change an existing record after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

| Step | Procedure |
|------|--|
| 1 | Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) or 'N' (Next) as appropriate at the function prompt. |
| 3 | For function 'V', enter agency number and Vendor ID from the Vendor Edit Table Maintenance form. |
| 4 | Press "Enter" key. |
| 5 | If correct record is displayed, based upon the control key, enter 'C' for change in the prompt for function. |
| 6 | Change appropriate fields. Table entry key fields cannot be changed. |
| 7 | Press "Enter" key. |
| 8 | When record has successfully been changed message 'Z02 - RECORD SUCCESSFULLY CHANGED' will be displayed. |
| 9 | If another message is displayed at the bottom of the screen, refer to Subsection 900, "Table Maintenance Error Codes and Messages." Correct any error and press the "Enter" key. |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

500 Vendor Edit Table (Continued)

507 Entry Procedures (Continued)

To delete a record after completion of the Vendor Edit Table Maintenance Form (DA-04-195):

| Step | Procedure |
|------|--|
| 1 | Select Vendor Edit, function '23', from the CARS Master Menu and press "Enter" key. |
| 2 | View (see above) the entry to be deleted. |
| 3 | Enter 'D' (Delete) at the function prompt. |
| 4 | Press "Enter" key. |
| 5 | Message 'D03 - DO YOU WISH TO DELETE? PLEASE ENTER Y OR N IN THE FUNCTION FIELD. ' |
| 6 | Enter 'Y' or 'N', as appropriate, in the function field. |
| 7 | Press "Enter" key. |
| 8 | When record has been successfully deleted message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed. |

NOTE: Agencies participating in DOA's 1099 Adjustment and Reporting System will receive an error message Z05 "Record Not Deleted - 1099 Reportable Payments on file for vendor" if for the calendar year the agency or control agency group has processed any reportable payments or adjustments for that Vendor ID. The agency will be able to delete the Vendor ID in the following calendar year if there is no reportable activity.

508 Error Codes and Messages

All error codes and messages that apply to the vendor edit table are listed in Subsection 907, "Vendor Edit Error Codes - 'V' Level."

600 Project Control Table

601 Purpose

The Project Control Table contains additional information elements for project, grant, and contract related transactions. Information elements contained in this table provide additional accounting classification data. Refer to CAPP Topic No. 60110, "Project Codes," for additional information.

602 Accessing

The Project Control Table Maintenance/Inquiry is accessed from the CARS Master Menu by entering function '24'.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

600 Project Control Table (Continued)

605 Table Element Descriptions (Continued)

| Element | Instructions | | | | | | |
|------------------------|---|-------|------------|---|------------------------|-------|----------------------------|
| Project-End-Date | The end date of the project in MMDDYY format. | | | | | | |
| Vendor-No-Ind* | The indication as to whether or not the vendor number is to be moved to the key in the project file. Valid values are: <table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>Y</td><td>Number is to be moved.</td></tr> <tr> <td>Blank</td><td>Number is not to be moved.</td></tr> </table> | Value | Definition | Y | Number is to be moved. | Blank | Number is not to be moved. |
| Value | Definition | | | | | | |
| Y | Number is to be moved. | | | | | | |
| Blank | Number is not to be moved. | | | | | | |
| Federal-Agency* | The Federal Agency code. Required when project is between "70000" thru "99999" inclusive. Optional when project is between "40000" thru "69999" inclusive. | | | | | | |
| Federal-Catalog-Number | The number must be on the D39 Table. | | | | | | |
| Letter of Credit ID | The ID assigned by a Federal Agency, if applicable. | | | | | | |
| Project-Manager | The name of the project manager found on the Project Control File, if applicable. | | | | | | |

* - Currently not available in CARS.

606 Inquiry Procedures

The inquiry procedures for the Project Control tables are listed below.

| Step | Procedures |
|------|---|
| 1 | Select Project Control, Function '24', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) at the function prompt. |
| 3 | Type in agency code and project/task/phase. |
| 4 | Press the "Enter" key. |

If correct record, based upon the Table-Entry-Key, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be displayed at the bottom of the screen.

If the correct record, based on the Table-Entry-Key, is not displayed, message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED', will be shown.

By entering a function of 'N' (Next) at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. The function allows the user to page/scroll through the file.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

600 Project Control Table (Continued)

607 Entry Procedures

To add a new entry on the Project Control Table after the completion of of Project Control Table Maintenance Form (DA-04-196):

| Step | Procedure |
|------|--|
| 1 | Select Project Control, function '24', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'A' (add) at the function prompt. |
| 3 | Enter agency number from the Project Control Table Maintenance form. |
| 4 | Enter Project/Task/Phase from the Project Control Table Maintenance form. |
| 5 | Enter other data, as applicable, from the Project Control Table Maintenance form. |
| 6 | Press the "Enter" key. |
| 7 | Message 'Z01 - RECORD SUCCESSFULLY ADDED' will be displayed at the bottom of the screen if the add was successful. |
| 8 | If any message appears refer to Subsection 900, "Table Maintenance Error Codes and Messages," for assistance. |

To delete a record after completion of the Project Control Table Maintenance form (DA-04-196):

| Step | Procedure |
|------|---|
| 1 | Select Project Control, function '24', from the CARS Master Menu and press "Enter" key. |
| 2 | View (see above) the entry to be deleted. |
| 3 | Enter 'D' (Delete) at the function prompt. |
| 4 | Press "Enter" key. |
| 5 | Message 'D03 - DO YOU WISH TO DELETE?' 'PLEASE ENTER Y OR N IN THE FUNCTION FIELD'. |
| 6 | Enter 'Y' or 'N', as appropriate, in the function field. |
| 7 | Press "Enter" key. |
| 8 | When record has been successfully deleted, message 'Z04 - RECORD SUCCESSFULLY DELETED' will be displayed. |

608 Error Codes and Messages

The error codes and error messages related to the Project Control Table are listed in Subsection 904, "Project Control Error Codes - 'P' Level."

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

700 System Management

701 Purpose

The System Management File is designed to provide control information about the overall processing of the system. The file indicates the particular accounting periods (fiscal months/years) available for posting, contains status information about the latest update of the various system files, and maintains certain control information, such as processing time and date, which improves the audit trail of individual transactions posted in the system.

702 Accessing

This table is accessed from the CARS Master Menu by entering function '26', System Management.

703 Screen Format

ACTL0230 C A R S - SYSTEM MANAGEMENT MAINTENANCE/INQUIRY S260
ENTER FUNCTIONS: (C=CHANGE, PF13=MENU)

CURR-FISCAL-YEAR : 92 PRIOR-FISCAL-YEAR : 91 PRIOR-FISCAL-YEAR-OPEN : N
CURR-FISCAL-MONTH: 07 PRIOR-FISCAL-MONTH: 06 PRIOR-FISCAL-MONTH-OPEN: N
CLOSE-IND: M

TABLE-COUNTS
DT: 51,829 TD: 575 CT: 15,867 VE: 7,064 PC: 2,076

FILE-COUNTS
AP: 2,802 CC: 1,735 DF: 186,465 FL: 207,914
OF: 1617,325 PF: 0 SF: 0 VP: 759,248
DH: 0 MH: 214,622 CW: 0 ER: 1,496

TABLE/FILE-ID: NEW-COUNT:

CHECK-WRITE-DAT-OVERRIDE:

704 Screen Functions

The functions and the corresponding actions are listed below.

| Function | Action |
|-------------|-----------------------------------|
| *C = Change | Data changed for existing record. |
| PF13 = Menu | Return to Master Menu. |

* Valid for DOA personnel only.

705 Entry Key

Only one record exists on this table; therefore, there is no Table-Entry-Key .

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

700 System Management (Continued)

706 Table Element Descriptions

Data is displayed when the System Management screen is retrieved.

Element

Description

| | |
|-------------------------|--|
| Curr-Fiscal-Year | The last two digits of the fiscal year to be designated as "current." |
| Prior-Fiscal-Year | The last two digits of the prior fiscal year. |
| Prior-Fiscal-Year-Open | An indicator showing the current status of the files. Posting can occur only for open files. |
| Curr-Fiscal-Month | The current month according to the system. |
| Prior-Fiscal-Month | The prior fiscal month according to the system which will always be 1 less than current month except when the current month is July. |
| Prior-Fiscal-Month-Open | An indicator showing the status of the files. A file can only be posted to when it is open. |
| Close-Ind | The value indicating if year end closing transactions have been run. Valid values are: |

Value

Definition

| | |
|-------|------------------------------------|
| M | Year end has been run. |
| C | Year end merge is being run. |
| Blank | Two fiscal years open for posting. |

| | |
|--------------|---|
| Table Counts | The record counts for each table are displayed. |
|--------------|---|

DT = Descriptor Table
TD = Transaction Code Descriptor Table
CT = Cost Code Table
VE = Vendor Edit Table
PC = Project Control Table

| | |
|---------------|--|
| File - Counts | The record count for each file is displayed. |
|---------------|--|

AP = Appropriation File
OF = Operating File
DH = Daily History File
CC = Cash Control File
PF = Project File
MH = Monthly History
DF = Document File
SF = Subsidiary File
CW = Check Write File
FL = Fund Ledger File
VP = Vendor Payment File
ER = Error Suspense File

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

700 System Management (Continued)

706 Table Element Descriptions (Continued)

| Element | Description | | | | | | | | | | |
|---------------------------|--|--------------|-------------------|------|---|---|---|---|--|---|---|
| Table/File ID | The two character abbreviation given to the table or file whose record count is being changed. | | | | | | | | | | |
| New-Count | The new record count for the table or file specified in the Table/File ID field. | | | | | | | | | | |
| Check-Write-Date-Override | The appropriate code is as follows. <table> <tr> <th><u>Value</u></th><th><u>Definition</u></th></tr> <tr> <td>Date</td><td>Date (MMDDYY) for which transactions are to be selected for check processing.</td></tr> <tr> <td>A</td><td>All transactions selected for check processing.</td></tr> <tr> <td>N</td><td>No transaction selected for check processing</td></tr> <tr> <td>Y</td><td>All transactions for a prior fiscal year selected for check processing.</td></tr> </table> | <u>Value</u> | <u>Definition</u> | Date | Date (MMDDYY) for which transactions are to be selected for check processing. | A | All transactions selected for check processing. | N | No transaction selected for check processing | Y | All transactions for a prior fiscal year selected for check processing. |
| <u>Value</u> | <u>Definition</u> | | | | | | | | | | |
| Date | Date (MMDDYY) for which transactions are to be selected for check processing. | | | | | | | | | | |
| A | All transactions selected for check processing. | | | | | | | | | | |
| N | No transaction selected for check processing | | | | | | | | | | |
| Y | All transactions for a prior fiscal year selected for check processing. | | | | | | | | | | |

707 Inquiry Procedures

The inquiry procedures for the System Management Table are listed below:

| Step | Procedure |
|------|---|
| 1 | Select System Management, function '26', from the CARS Master Menu. |
| 2 | Press the "Enter" key. |

708 Error Codes and Messages

The edit codes and messages associated with the System Management File are listed in Subsection 903, "System Management Error Codes - 'M' Level."

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

800 Security Table

801 Purpose

The CARS Security Table is designed to prevent unauthorized access and update of the system database through on-line functions. On-line CARS functions include financial data entry, table maintenance, financial inquiry, report request, and other miscellaneous capabilities.

The system uses a two-level approach to security. The first level of security emphasizes maximum use of the security features provided by the on-line interactive software. The second level of security is provided by the CARS application software. For a more detailed explanation of the security function refer to CAPP Volume 3, Topic No. 70220, "Security."

802 Accessing

The Security Table is accessed from the CARS Master Menu by entering a function of '25', Security.

803 Screen Format

```

ACTL0250                C A R S - SECURITY TABLE MAINTENANCE/INQUIRY                S250

      ENTER FUNCTIONS:   (A=ADD,  C=CHANGE,  D=DELETE,  V=VIEW,  N=NEXT,  PF13=MENU)

USER-ID:
USER-AGENCY:            USER TYPE:            USER NAME:
ACCESS AGENCIES:
TABLE MAINTENANCE FUNCTIONS
  D01:    D02:    D03:    D04:    D05:    D06:    D07:    D08:    D09:    D10:
  D11:    D12:    D13:    D14:    D15:    D16:    D17:    D18:    D19:    D20:
  D21:    D22:    D23:    D24:    D25:    D26:    D27:    D28:    D29:    D30:
  D37:    D38:    D39:    D40:    D41:    D51:    D52:    D53:
  TD:     CT:     VE:     PC:     SE:     SM:
FINANCIAL-DATA-FUNCTIONS
  DATA-ENTRY:    ERROR-CORRECT:    FIN-INQ:    1099-INQ:
OTHER-FUNCTIONS
  REPT-REQ:ADHOC-REPT:    NEWS:    REQU-EDIT-OPT:    FORCED-ENTRY-IND:
  REVERSE-IND:    MODIFIER-IND:

```

804 Entry Key

The entry key to the security table is the User ID.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

800 Security Table (Continued)

805 Table Element Descriptions

| Element | Instructions | | | | | | | | | | | | | | | | | | |
|-----------------------------|---|--------------|---|-------|--|---|----------------------------------|-------|--------------------------|---|-------------|---|----------------|---|---------------------------------|---|-----------------|---|--------------------------------|
| User-ID | Seven-character code that will be the sign-on for the person specified under User-Name. | | | | | | | | | | | | | | | | | | |
| User-Agency | The three-digit agency code of the person specified under User-Name. (Must be on D09 Table) | | | | | | | | | | | | | | | | | | |
| User-Type | The value which indicates the level of on-line capabilities assigned to the User-ID. | | | | | | | | | | | | | | | | | | |
| | <table> <tr> <th><u>Value</u></th><th><u>Definition</u></th></tr> <tr> <td>1</td><td>Pre-Audit Authority</td></tr> <tr> <td>2</td><td>DOA System Update Authority</td></tr> <tr> <td>3</td><td>DOA Data Entry Authority</td></tr> <tr> <td>4</td><td>DOA Inquiry</td></tr> <tr> <td>5</td><td>Agency Inquiry</td></tr> <tr> <td>6</td><td>Agency Data Entry or Correction</td></tr> <tr> <td>7</td><td>Agency Approval</td></tr> <tr> <td>8</td><td>Agency Data Entry and Approval</td></tr> </table> | <u>Value</u> | <u>Definition</u> | 1 | Pre-Audit Authority | 2 | DOA System Update Authority | 3 | DOA Data Entry Authority | 4 | DOA Inquiry | 5 | Agency Inquiry | 6 | Agency Data Entry or Correction | 7 | Agency Approval | 8 | Agency Data Entry and Approval |
| <u>Value</u> | <u>Definition</u> | | | | | | | | | | | | | | | | | | |
| 1 | Pre-Audit Authority | | | | | | | | | | | | | | | | | | |
| 2 | DOA System Update Authority | | | | | | | | | | | | | | | | | | |
| 3 | DOA Data Entry Authority | | | | | | | | | | | | | | | | | | |
| 4 | DOA Inquiry | | | | | | | | | | | | | | | | | | |
| 5 | Agency Inquiry | | | | | | | | | | | | | | | | | | |
| 6 | Agency Data Entry or Correction | | | | | | | | | | | | | | | | | | |
| 7 | Agency Approval | | | | | | | | | | | | | | | | | | |
| 8 | Agency Data Entry and Approval | | | | | | | | | | | | | | | | | | |
| User-Name | The name of the person who will access the system with the specified User-ID. | | | | | | | | | | | | | | | | | | |
| Access Agencies | The three-digit agency code of each agency that the user will be able to access. Up to forty agencies may be entered. (Must be on D09 Table). If global access to all agencies is desired, enter "ALL" in the first field. | | | | | | | | | | | | | | | | | | |
| Table Maintenance Functions | A code may be entered for each table. Valid values are: | | | | | | | | | | | | | | | | | | |
| | <table> <tr> <th><u>Value</u></th><th><u>Definition</u></th></tr> <tr> <td>I</td><td>Table can be viewed but not updated.</td></tr> <tr> <td>U</td><td>Table can be viewed and updated.</td></tr> <tr> <td>Blank</td><td>Cannot access table.</td></tr> </table> | <u>Value</u> | <u>Definition</u> | I | Table can be viewed but not updated. | U | Table can be viewed and updated. | Blank | Cannot access table. | | | | | | | | | | |
| <u>Value</u> | <u>Definition</u> | | | | | | | | | | | | | | | | | | |
| I | Table can be viewed but not updated. | | | | | | | | | | | | | | | | | | |
| U | Table can be viewed and updated. | | | | | | | | | | | | | | | | | | |
| Blank | Cannot access table. | | | | | | | | | | | | | | | | | | |
| Financial-Data-Functions: | | | | | | | | | | | | | | | | | | | |
| Data-Entry | The appropriate code listed below: | | | | | | | | | | | | | | | | | | |
| | <table> <tr> <td>U</td><td>Function available</td></tr> <tr> <td>Blank</td><td>Data cannot be entered.</td></tr> </table> | U | Function available | Blank | Data cannot be entered. | | | | | | | | | | | | | | |
| U | Function available | | | | | | | | | | | | | | | | | | |
| Blank | Data cannot be entered. | | | | | | | | | | | | | | | | | | |
| Error-Correct | Enter the appropriate code: | | | | | | | | | | | | | | | | | | |
| | <table> <tr> <td>I</td><td>Errors can be viewed but not corrected.</td></tr> <tr> <td>U</td><td>Errors can be corrected. (For DOA personnel only.)</td></tr> </table> | I | Errors can be viewed but not corrected. | U | Errors can be corrected. (For DOA personnel only.) | | | | | | | | | | | | | | |
| I | Errors can be viewed but not corrected. | | | | | | | | | | | | | | | | | | |
| U | Errors can be corrected. (For DOA personnel only.) | | | | | | | | | | | | | | | | | | |

| | |
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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

800 Security Table (Continued)

805 Table Element Descriptions (Continued)

| Element | Instructions |
|---------------------------------|--|
| Fin-Inquiry | The appropriate code: Y Financial data can be viewed. Blank Financial Inquiry is inaccessible. |
| 1099-Inquiry | The appropriate code: Y 1099 adjustment system can be accessed. Blank 1099 adjustment system is inaccessible. |
| Other Functions: | |
| Report Request | The appropriate code: Y Reports may be requested. Blank Request may not be made. |
| *Ad Hoc-Report | |
| News | The appropriate code: Y News broadcasts may be updated. Blank News broadcasts may not be updated. |
| Req.-Edit-Option | The appropriate code: A Validity checking only of a transaction code and amount. B Validity checking of data plus related editing against system tables. C* A, B, plus fund control editing. Blank Option may be selected at time batch data is being entered. |
| *Forced Entry Indicator | |
| Reverse-Indicator | The appropriate code: Y Reverse codes allowed. N/Blank Reverse codes not allowed. |
| *Modifier-Indicator | |
| *Currently unavailable in CARS. | |

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

800 Security Table (Continued)

806 Inquiry Procedures

The inquiry procedures for the Security Tables are listed below.

| Step | Procedure |
|-------------|--|
| 1 | Select Security, function '25', from the CARS Master Menu and press "Enter" key. |
| 2 | Enter 'V' (View) at the function prompt. |
| 3 | Type in the User ID. |
| 4 | Press the "Enter" key. |

If the correct record, based upon the User ID, is displayed, the screen message 'Z06 - RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

If the correct record, based upon the User ID, is not displayed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen.

By entering 'N' at the function prompt, the next record to which the user has security access will be displayed. After each 'N' function is executed, the screen message 'Z07 - NEXT RECORD SUCCESSFULLY DISPLAYED' will be shown at the bottom of the screen. This function allows the user to page/scroll through the file.

807 Error Codes and Messages

The codes and messages related to the security table are listed in Subsection 905, "Security Table Error Codes - 'S' Level."

900 Table Maintenance Error Codes and Messages

This section presents a description of each of the error codes that may be generated by the CARS table maintenance module. The correction procedure for table maintenance errors will normally require correction of the field in error.

Other CARS error codes (levels B, E, F, G, R, W and Z) are listed in CAPP Volume 3, Topic No. 70250, "Error Messages."

For the ease of reference, the error codes are listed in alphabetical order.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

901 Cost Code Error Codes - "C" Level

Code: C01

Message: INVALID CHAR IN KEY.

Description of Error: An invalid control key has been entered. Allowable characters for the control keys are alphanumeric values except spaces.

Code: C06

Message: TITLE FIELD BLANK.

Description of Error: The title cannot be blank.

Code: C10

Message: AGENCY NOT IN D09.

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: C11

Message: COST CODE INVALID.

Description of Error: An invalid cost code has been entered. The valid values are alphanumeric and must not equal zeros.

Code: C12

Message: ORG LEV 1 NOT IN D10.

Description of Error: The organization level 1 code entered must match an organization level code in the D10 subtable.

Code: C13

Message: ORG LEV 2 NOT IN D11.

Description of Error: The organization level 2 code entered must match an organization level 2 code in the D11 subtable.

Code: C14

Message: ORG LEV 3 NOT IN D12.

Description of Error: The organization level 3 code entered must match the organization level 3 code in the D12 subtable.

Code: C15

Message: ORG LEV 4 NOT IN D13.

Description of Error: The organization level 4 code entered must match the organization level 4 code in the D13 subtable.

Code: C16

Message: PRJ NO NOT IN D18.

Description of Error: If entered, the project number must match a project number in the D18 subtable.

Code: C17

Message: PRJ TSK NOT IN D19.

Description of Error: If entered, the project task must match a project task in the D19 subtable.

Code: C18

Message: PRJ PHASE NOT IN D20.

Description of Error: If entered, the project phase must match a project phase in the D20 subtable.

Code: C19

Message: FIPS NOT IN D21.

Description of Error: If entered, the FIPS code must match a FIPS code in the D21 subtable.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

901 Cost Code Error Codes - "C" Level (Continued)

Code: C20

Message: PSD NOT IN D22.

Description of Error: If entered, the PSD code must match a PSD code in the D22 subtable.

Code: C24

Message: INFO ELEMENT REQ.

Description of Error: At a minimum, an organization level 1 code, a project number, a FIPS code or a PSD code must be entered.

Code: C25

Message: FISCAL YEAR INVALID

Description of Error: The Fiscal Year is invalid. The fiscal year must be blank, '00', PFY, CFY, or CFY+1.

Code: C26

Message: START DATE INVALID

Description of Error: If entered, the start date must be numeric. The month must be in the range of 01-12 and date must be in the range of 01-31.

Code: C27

Message: END DT INVALID

Description of Error: If entered, the end date must be numeric. The month must be in the range of 01-12 and date must be in the range of 01-31.

Code: C28

Message: '00' RECORD FOUND

Description of Error: When adding a record with a fiscal year > '00', a record with a '00' fiscal year cannot exist.

Code: C29

Message: NON '00' REC FOUND

Description of Error: When adding a record with a fiscal year of '00', a record with a fiscal year > '00' cannot exist.

Code: C30

Message: ST/END DTS NOT BLANK

Description of Error: When fiscal year is '00', the start and end dates must be blank.

Code: C31

Message: ST-DT < ELE ST-DT

Description of Error: The start date on the cost code cannot be earlier than the start date on one of the elements (agency, organization levels 1-4, project, task or phase).

Code: C32

Message: END-DT > ELE END-DT

Description of Error: The end date on the cost code cannot be later than the end date on one of the elements (agency, organization levels 1-4, project, task or phase).

Code: C33

Message: END DT < START DT

Description of Error: The end date cannot be earlier than the start date.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level

Code: D01

Message: INVALID CHAR IN KEY

Description of Error: An invalid central key has been entered. Allowable characters for the control keys are alphanumeric values or spaces.

Code: D06

Message: TITLE FIELD BLANK

Description of Error: The title cannot be blank.

Code: D11

Message: INVALID LENGTH KEY.

Description of Error: An invalid length for the table entry key has been entered. Valid length for each table number are:

| <u>Table No - Length</u> | <u>Table No - Length</u> | <u>Table No - Length</u> |
|--------------------------|--------------------------|--------------------------|
| 01 - 2 | 13 - 15 | 31 - 02 |
| 02 - 4 | 14 - 03 | 32 - 04 |
| 03 - 3 | 15 - 02 | 33 - 15 |
| 04 - 5 | 16 - 04 | 35 - 15 |
| 05 - 7 | 17 - 05 | 36 - 02 |
| 06 - 2 | 18 - 08 | 37 - 01 |
| 07 - 7 | 19 - 10 | 38 - 09 |
| 08 - 2 | 20 - 12 | 39 - 08 |
| 09 - 3 | 21 - 03 | 40 - 01 |
| 10 - 6 | 22 - 06 | 41 - 01 |
| 11 - 9 | 23 - 04 | 51 - 03 |
| 12 - 12 | 24 - 04 | 52 - 20 |
| | 30 - 07 | 53 - 12 |

Code: D12

Message: REF DATA INVALID.

Description of Error: Reference data must be blank for various table numbers. These table numbers are 01-02, 05, 08, 10-13, 15-16, 19-20, 22-24, 30-32, 36-37, and 39-41. All other tables require reference data.

Code: D13

Message: PGM '999' INVALID.

Description of Error: 999 is an invalid program code.

Code: D14

Message: FUNCTION NOT IN D01.

Description of Error: If entered, the function code must match a function code in the D01 subtable.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D15

Message: SUB-FUNC NOT IN D02.

Description of Error: If entered, the subfunction code must match a subfunction code in the D02 subtable.

Code: D16

Message: AP CNTL NOT 1-3 OR 9.

Description of Error: An invalid appropriation control level code was entered. The valid values are 1-3 and 9.

Code: D17

Message: PGM DETAIL IND INVALID.

Description of Error: An invalid program detail indicator was entered. The valid Values as Y, N or blank.

Code: D18

Message: CARRYFORWARD IND INV

Description of Error: An invalid carryforward indicator was entered. The valid values are Y, N or blank.

Code: D19

Message: PGM NOT IN D03.

Description of Error: If entered, the program code must match a program code in the D03 subtable.

Code: D20

Message: SUB-PGM NOT IN D04.

Description of Error: If entered, the sub-program code must match a sub-program code in the D04 subtable.

Code: D21

Message: AGENCY NOT IN D09.

Description of Error: If entered, the agency code must match an agency code in the D09 subtable.

Code: D22

Message: FUND NOT IN D06.

Description of Error: If entered, the fund group must match a fund group in the D06 subtable.

Code: D23

Message: CASH CNTL INVALID.

Description of Error: An invalid cash control code was entered. The valid values are 0 or 1.

Code: D24

Message: SEC AREA NOT IN D08.

Description of Error: The secretarial area entered must match a secretarial area in the D08 subtable.

Code: D25

Message: CNTL AGY NOT IN D09.

Description of Error: The control agency entered must match an agency in the D09 subtable.

Code: D26

Message: AGY COST CD IND INV.

Description of Error: An invalid cost code indicator was entered. The valid values are Y, N or blank.

Code: D27

Message: DET IND INVALID.

Description of Error: An invalid detail indicator was entered. The valid values are D, S, B or blank.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D28

Message: FUND IND INVALID

Description of Error: An invalid fund indicator was entered. The valid values are G, N, A or blank.

Code: D30

Message: VENDOR FILE IND INV.

Description of Error: An invalid vendor file indicator was entered. The valid values are C, R or L.

Code: D31

Message: 1099 PARTIC IND INV.

Description of Error: An invalid 1099 participation indicator was entered. The valid values are Y or N.

Code: D32

Message: ORG LVL 1 NOT IN D10.

Description of Error: The organization level 1 code entered must match an organization level 1 code in the D10 subtable.

Code: D33

Message: ORG LVL 2 NOT IN D11.

Description of Error: The organization level 2 code entered must match an organization level 2 code in the D11 subtable.

Code: D34

Message: ORG LVL 3 NOT IN D12.

Description of Error: The organization level 3 code entered must match the organization level 3 code in the D12 subtable.

Code: D35

Message: D11 TITLE OVER 40.

Description of Error: The English title for the organization level 2 code has a maximum of forty characters.

Code: D36

Message: CLOSE IND INVALID.

Description of Error: An invalid close indicator was entered. The valid values are 1, 2 or blank.

Code: D37

Message: DR CR IND INVALID.

Description of Error: An invalid debit-credit indicator was entered. The valid values are A, D or C.

Code: D38

Message: SUBSID IND INVALID

Description of Error: An invalid subsidiary indicator was entered. The valid values are Y, N or blank.

Code: D39

Message: OF IND INVALID.

Description of Error: An invalid operating file indicator was entered. The valid values are Y, N or blank.

Code: D40

Message: MAJOR OBJ NOT IN D15.

Description of Error: The major object code entered must match a major object code in the D15 subtable.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D41

Message: FUND GRP NOT IN D06.

Description of Error: The revenue fund group entered must match a revenue fund group in the D06 subtable.

Code: D42

Message: REV CLASS NOT IN D36.

Description of Error: The revenue class entered must match a revenue class in the D36 subtable.

Code: D43

Message: PROJ AGY INV.

Description of Error: An invalid agency code was entered. If the project type is 1 or 2, the agency code entered must match an agency code in the D09 subtable. If the project type is 3 or 4, the agency code must be '000'.

Code: D44

Message: PROJ NO RANGE INV.

Description of Error: An invalid project number was entered. The project number must be within the following ranges based on project type:

| <u>Project Type</u> | <u>Project Number</u> |
|---------------------|-----------------------|
| 1 - Federal Grant | 40000 - 69999 |
| 2 - Other | 70000 - 99999 |
| 3 - Capital | 10000 - 39999 |
| 4 - Special | 00001 - 09999 |

Code: D45

Message: PROJ TYPE NOT IN D37.

Description of Error: The project type entered must match a project type in the D37 subtable.

Code: D46

Message: AGENCY NOT IN D09.

Description of Error: The agency code entered must match the agency code in the D09 subtable.

Code: D47

Message: CASH CNTL LVL IND.

Description of Error: An invalid cash control level indicator was entered. The valid values are 0 or 1.

Code: D48

Message: PROJ NOT IN D18.

Description of Error: The project number entered must match the project number in the D18 subtable.

Code: D49

Message: PROJ TASK NOT IN D19.

Description of Error: The project task entered must match a project task in the D19 subtable.

Code: D50

Message: INVALID TYPE.

Description of Error: An invalid pre-audit type was entered. The valid values are A - O.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D51

Message: INVALID AGENCY.

Description of Error: If the pre-audit type is 'A', the agency code entered must match an agency code in the D09 subtable.

Code: D52

Message: INVALID BATCH TYPE.

Description of Error: If the pre-audit type 'B', the batch type entered must match a batch type in the D40 subtable.

Code: D53

Message: INVALID TRANS CODE.

Description of Error: If the pre-audit type is 'C', the transaction code entered must be numeric.

Code: D54

Message: INVALID GLA.

Description of Error: If the pre-audit type is 'D', the general ledger account entered must match a general ledger account in the D14 subtable.

Code: D55

Message: INVALID OBJECT.

Description of Error: If the pre-audit type is 'E', the object code entered must match an object code in the D16 subtable.

Code: D56

Message: INVALID PROGRAM.

Description of Error: If the pre-audit type value is 'F', the program code entered must match a program code in the D03 subtable.

Code: D57

Message: INVALID FUND.

Description of Error: If the pre-audit type value is 'G', the fund group entered must match a fund group in the D06 subtable.

Code: D58

Message: INVALID PROJECT.

Description of Error: If the pre-audit type value is 'H', the project number entered must match a project number in the D18 subtable.

Code: D59

Message: INVALID SOURCE.

Description of Error: If the pre-audit type value is 'I', the revenue source entered must match a revenue source in the D17 subtable.

Code: D60

Message: AMOUNT NOT NUMERIC

Description of Error: If the pre-audit type value is 'J' or 'L', the audit amount must be numeric.

Code: D61

Message: REL FIPS NOT IN D21.

Description of Error: The reference related FIPS must match a FIPS in the D21 subtable.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D62

Message: GAAP FUND NOT IN D31.

Description of Error: The GAAP fund entered must match a GAAP fund in the D31 subtable.

Code: D63

Message: AGY NOT IN D09.

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: D64

Message: FUND NOT IN D06.

Description of Error: The fund entered must match a fund code in the D06 subtable.

Code: D65

Message: FUND DET NOT IN D07.

Description of Error: The fund detail code entered must match a fund detail in the D07 subtable.

Code: D66

Message: GLA NOT IN D14.

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable.

Code: D67

Message: CAFR PROJ NOT IN D18.

Description of Error: The project number entered must match a project number in the D18 subtable.

Code: D68

Message: GAAP FUND NOT IN D31.

Description of Error: The GAAP fund entered must match a GAAP fund in the D31 subtable.

Code: D69

Message: GAAP S-FD NOT IN D32.

Description of Error: The GAAP subfund entered must match a GAAP subfund in the D32 subtable.

Code: D70

Message: PROJ TYPE NOT 1-4.

Description of Error: An invalid project type was entered. The valid values are 1-4.

Code: D71

Message: GLA NOT IN D14.

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable.

Code: D72

Message: SUBSID NOT SUPPORTED.

Description of Error: The general ledger account entered must match a general ledger account in the D14 subtable with a subsidiary indicator value of 'Y'.

Code: D73

Message: ERR MSG > 20.

Description of Error: The error message title can contain up to a maximum of twenty characters.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D74

Message: DATA-ELEMENT-NO INV.

Description of Error: An invalid data element correction number was entered. The valid values are numeric or blank.

Code: D75

Message: DATA-ELEMENT-LEN INV.

Description of Error: An invalid length for the data element correction number was entered. The valid values are numeric or blank.

Code: D76

Message: CEN LENGTH INVALID.

Description of Error: An invalid length of the correction element name was entered. The correction element length can be 1-50.

Code: D77

Message: CEN LOC INVALID.

Description of Error: An invalid element location has been entered. Valid values are 002-800.

Code: D78

Message: CEN LEVEL INVALID.

Description of Error: An invalid correction level indicator was entered. Valid values are B, H, D or G.

Code: D79

Message: D52 D-LOCN INVALID.

Description of Error: An invalid detail location number was entered. Valid values are 001-800.

Code: D80

Message: KEY NOT NUMERIC.

Description of Error: An invalid table entry key was entered. The table entry key must be numeric for the following table numbers: 01-09, 14-24, 31-33 and 36.

Code: D81

Message: FIPS TYPE INVALID

Description of Error: An invalid FIPS type was entered. Valid values are 'U', 'S', or 'B'.

Code: D82

Message: US CENSUS INVALID

Description of Error: An invalid US Census amount was entered. When FIPS type is 'U' or 'B', the US Census must be a number greater than 0. When the FIPS type is 'S', the US Census must be blank.

Code: D83

Message: SCH AGE CENSUS INV.

Description of Error: An invalid School Age Census was entered. When the FIPS type is 'S' or 'B', the school age census must be a number greater than 0. When the FIPS type is 'U', the school age census must be blank.

Code: D84

Message: PH NO. NONNUMERIC.

Description of Error: An invalid agency phone number was entered on the D09 subtable. The agency phone number must be numeric and non-blank.

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|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: D85

Message: PRE-AUD FFY INVALID.

Description of Error: An invalid FY was entered for Pre-audit hold type 'K'. The two positions must be numeric.

Code: D86

Message: AGENCY TYPE INVALID.

Description of Error: An invalid D09 subtable agency type was entered. Valid values are 'S', 'C', 'B', 'A', or 'N'.

Code: D89

Message: RPT ENTITY CODE INV.

Description of Error: The D09 subtable reporting entity code is invalid. For 1099 participants, the field must not be blank and must be 9 digits.

Code: D90

Message: INV 1099 TYPE INV.

Description of Error: The 1099 type on the D16 subtable is invalid. Valid values are 1-7.

Code: D91

Message: 1099 BOX IND NT ALLW.

Description of Error: The D16 subtable 1099 Box indicator is not allowed. A box indicator can only be entered when there is a 1099 Type indicator.

Code: D92

Message: 1099 BOX IND INV.

Description of Error: The D16 subtable 1099 Box indicator is invalid. Valid values are 01-16.

Code: D95

Message: OFFICER NAME MISSING.

Description of Error: The CARS Security Officer name on the D09 subtable cannot be blank.

Code: D96

Message: OFFICER PHONE INV.

Description of Error: The CARS Security Officer phone number on the D09 subtable must be numeric.

Code: D97

Message: FFY NOT NUMERIC.

Description of Error: The fiscal year must be numeric. If left blank, it will be changed to '00'.

Code: D98

Message: INVALID START DATE.

Description of Error: If entered, the start date must be numeric. The month must be in the range of 1-12 and date must be in the range of 01-31.

Code: D99

Message: INVALID END DATE.

Description of Error: If entered, the end date must be numeric. The month must be in the range of 01-12 and the date must be in the range of 01-31.

Code DA0

Message: ST/END DTS NOT BLANK.

Description of Error: The start and end dates must be blank when the fiscal year is '00'.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

902 Descriptor Table Error Codes - "D" Level (Continued)

Code: DA1

Message: '00' RECORD FOUND.

Description of Error: When adding a record with a fiscal year > '00', a record with a '00' fiscal year cannot exist.

Code: DA2

Message: NON '00' REC FOUND.

Description of Error: When adding a record with a fiscal year of '00', a record with a fiscal year > '00' cannot exist.

Code: DA3

Message: FFY OUT OF RANGE.

Description of Error: The fiscal year must be equal to the PFY, CFY, CFY+1, '00' or left blank.

Code: DA4

Message: FFY MUST BE '00'.

Description of Error: The fiscal year must be '00' for the following tables: 14, 21-24, 35-41, and 51-52.

Code: DA5

Message: ST DT NOT > SPACES.

Description of Error: When adding a record with the fiscal year = CFY and PFY is open, the start date must be filled in.

Code: DA6

Message: PFY REC END DT BLANK.

Description of Error: When adding a record with a fiscal year = CFY or CFY+1, the prior fiscal year record (if it exists) must have an end date.

Code: DA7

Message: START DATE REQUIRED.

Description of Error: When adding a record with the fiscal year = CFY+1, the start date must be filled in when the PFY is not open.

Code: DA8

Message: END DT < START DT.

Description of Error: The end date cannot be earlier than the start date.

Code: DA9

Message: START DATE INVALID.

Description of Error: When adding a record with fiscal years CFY+1, the end date on the CFY record (if it exists) must be earlier than or equal to the start date on the CFY+1 record.

Code: DB2

Message: INVALID PAYMENT TYPE.

Description of Error: An invalid payment type was entered on the D24 subtable. Valid payment type must be numeric and within range 9001-9999.

Code: DB3

Message: INV START/END DATE.

Description of Error: When adding a record to the D30 subtable, records with the same request number must have start and end dates equal.

Code: DB4

Message: INVALID CONT AGY IND.

Description of Error: When adding a record to the D09 table, the control agency indicator must be 'Y' or blank.

| | |
|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

903 System Management Error Codes - "M" Level

Code: M01

Message: INVALID CHAR IN REC.

Description of Error: An invalid character was entered. Valid characters are alphas, numerics, '/', ')' and '('.

Code: M10

Message: CFY NOT NUMERIC.

Description of Error: The current fiscal year must be numeric.

Code: M11

Message: PFY NOT NUMERIC.

Description of Error: The prior fiscal year must be numeric.

Code: M12

Message: PFY NOT 1 < CFY.

Description of Error: Prior fiscal year is not 1 less than current fiscal year.

Code: M13

Message: PFY OPEN IND INV.

Description of Error: An invalid prior fiscal year open indicator has been entered.

Code: M14

Message: CFM INVALID.

Description of Error: The current fiscal month is not within the range of '01' thru '12'.

Code: M15

Message: PFM INVALID.

Description of Error: The prior fiscal month is not within range of '01' thru '12'.

Code: M16

Message: PFM NOT 1 < CFM.

Description of Error: The prior fiscal month is not 1 less than current fiscal month.

Code: M17

Message: PFM OPEN IND INV.

Description of Error: An invalid prior fiscal month open indicator has been entered. Valid values are 'Y' or 'N'.

Code: M18

Message: CLOSE IND INV.

Description of Error: An invalid close indicator has been entered. Valid values are 'C' or 'M'.

Code: M19

Message: CK DTE OVRD INV.

Description of Error: An invalid check write override date has been entered.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

904 Project Control Error Codes - "P" Level

Code: P01

Message: INVALID CHAR IN KEY.

Description of Error: An invalid control key has been entered. Allowable characters for the control keys are alphanumeric characters except spaces.

Code: P06

Message: TITLE FIELD BLANK.

Description of Error: The title cannot be blank.

Code: P10

Message: AGENCY NOT IN D09.

Description of Error: The agency used in this transaction must match an agency in the agency (D09) subtable.

Code: P11

Message: PROJ NOT IN D18.

Description of Error: The project code must match a project code in the project (D18) subtable.

Code: P12

Message: TASK NOT IN D19.

Description of Error: The task must be '00' or must match a task in the project task (D19) subtable.

Code: P13

Message: PHASE NOT IN D20.

Description of Error: The phase must be '00' or a valid entry in the Project Phase (D20) subtable.

Code: P14

Message: INACTIVE IND INVALID.

Description of Error: An invalid inactive indicator has been entered. Valid values are 'I' or blank.

Code: P16

Message: FED CAT NOT IN D39.

Description of Error: If coded, the federal catalog number must match a federal catalog number in the federal catalog (D39) subtable.

Code: P17

Message: VEND NO IND INVALID.

Description of Error: An invalid vendor number indicator has been entered. Valid values are 'Y' or blank.

Code: P18

Message: START DATE INVALID.

Description of Error: An invalid project start date has been entered. Valid values are 01-12 for month, 01-31 for day, and 00-99 for year. The start date is optional.

Code: P19

Message: END DATE INVALID.

Description of Error: An invalid project end date has been entered. Valid values are 01-12 for month, 01-31 for day, and 00-99 for year. The end date is optional.

Code: P20

Message: SYS DT < ST DATE.

Description of Error: If the Project start date is blank, the system date must be equal to or greater than the start date of any of the descriptor table elements.

Code: P21

Message: END DT < D18 END DT.

Description of Error: The Project end date must be less than the D18 subtable end date when both fields are not equal to spaces.

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|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

905 Security Table Error Codes - "S" Level

Code: S01

Message: INVALID CHAR IN KEY.

Description of Error: An invalid control key has been entered. Allowable characters are alphanumeric characters.

Code: S06

Message: USER NAME BLANK.

Description of Error: The user name cannot be blank.

Code: S11

Message: USER TYPE INVALID.

Description of Error: An invalid user type has been entered. Valid values are 1-8.

Code: S12

Message: AUTH AGY NOT IN D09.

Description of Error: The authorized agency entered must match an authorized agency in the D09 subtable.

Code: S13

Message: DT IND INVALID.

Description of Error: An invalid descriptor access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S14

Message: TD IND INVALID.

Description of Error: An invalid transaction code access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S15

Message: CT IN INVALID.

Description of Error: An invalid cost code access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S16

Message: VE IND INVALID.

Description of Error: An invalid vendor edit access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S17

Message: PC IND INVALID.

Description of Error: An invalid project control access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S18

Message: SE IND INVALID.

Description of Error: An invalid Security Table access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S19

Message: SM IND INVALID.

Description of Error: An invalid System Management access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S20

Message: FIN ENTRY IND INV.

Description of Error: An invalid Financial Data Entry access indicator has been entered. Valid values are 'U', 'I', or blank.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

905 Security Table Error Codes - "S" Level (Continued)

Code: S21

Message: ERR CORR IND INV.

Description of Error: An invalid Error Correction access indicator has been entered. Valid values are 'U', 'I', or blank.

Code: S23

Message: FIN INQ IND INV.

Description of Error: An invalid Financial Inquiry Access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S24

Message: 1099-INQ IND-INVALID.

Description of Error: An invalid Shadow File access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S25

Message: REPT REQ IND INV.

Description of Error: An invalid Report Request indicator has been entered. Valid values are 'Y' or 'N'.

Code: S26

Message: AD HOC REPT IND INV.

Description of Error: An invalid Ad Hoc Report indicator has been entered. Valid values are 'Y' or 'N'.

Code: S27

Message: NEWS UPDATE IND INV.

Description of Error: An invalid News broadcast access indicator has been entered. Valid values are 'Y' or 'N'.

Code: S28

Message: REQ EDIT OPT INV.

Description of Error: An invalid Required Edit Option has been entered. Valid values are 'A', 'B', 'C' or blank.

Code: S29

Message: FORCE ENTRY IND INV.

Description of Error: An invalid Forced Entry indicator has entered. Valid values are 'Y' or blank.

Code: S30

Message: REVERSE IND INV.

Description of Error: An invalid reverse indicator was entered. Valid values are 'Y' or blank.

Code: S31

Message: MODIFIER IND INV.

Description of Error: An invalid modifier indicator was entered. Valid values are 'Y' or blank.

Code: S32

Message: ACCESS/USER AGY INV.

Description of Error: An invalid access or user agency was entered. The agency must match an agency code on the D09 subtable.

Code: S33

Message: SYS DATE > END DATE.

Description of Error: The current system date must be equal to or less than the end date of any of the descriptor table elements.

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|--|--|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level

Code: T06

Message: TC-NON-NUMERIC.

Description of Error: The transaction code must be numeric.

Code: T07

Message: TITLE FIELD BLANK.

Description of Error: The title must not be blank.

Code: T08

Message: UNPAIRED GL ACCOUNT.

Description of Error: The general ledger accounts must be paired when a general ledger account number is not allowed on input.

Code: T09

Message: DR-ACCT-1 NOT IN D14.

Description of Error: The general ledger account debit-1 must be defined in the general ledger account D14 subtable.

Code: T10

Message: CR-ACCT-1 NOT IN D14.

Description of Error: The general ledger account credit-1 must be defined in the general ledger account D14 subtable.

Code: T11

Message: DR-ACCT-2 NOT IN D14.

Description of Error: The general ledger debit-2 must be defined in the general ledger account D14 subtable.

Code: T12

Message: CR-ACCT-2 NOT IN D14.

Description of Error: The general ledger account credit-2 must be defined in the general ledger account D14 subtable.

Code: T13

Message: DR-ACCT-3 NOT IN D14.

Description of Error: The general ledger account debit-3 must be defined in the general ledger account D14 subtable.

Code: T14

Message: CR-ACCT-3 NOT IN D14.

Description of Error: The general ledger account credit-3 must be defined in the general ledger account D14 subtable.

Code: T15

Message: DR-ACCT-4 NOT IN D14.

Description of Error: The general ledger account debit-4 must be defined in the general ledger account (D14) subtable.

Code: T16

Message: CR-ACCT-4 NOT IN D14.

Description of Error: The general ledger account credit-4 must be defined in the general ledger account D14 subtable.

Code: T17

Message: CHECK WRITE IND INV.

Description of Error: An invalid check writing indicator has been entered. Valid values are 0-3.

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T18

Message: EDIT INDICATOR INVAL.

Description of Error: An invalid edit indicator has been entered. Valid values are 'R', 'N', or space.

Code: T19

Message: DOC CONT IND INVALID.

Description of Error: An invalid document control indicator has been entered. Valid values are 1-4 or space.

Code: T20

Message: TRANS-REQ-SEQ-INV.

Description of Error: An invalid transaction register sequence has been entered. Valid values are 1-9 inclusive, or alphabetic.

Code: T21

Message: POSTING SEQ INV.

Description of Error: An invalid posting sequence indicator has been entered. Posting sequence indicator must be alphabetic or numeric.

Code: T22

Message: INVALID BATCH TYPE

Description of Error: An invalid batch type has been entered. The first occurrence of batch type must never be blank. The batch type must be in the D40 subtable.

Code: T23

Message: AP-ADD-SUB INV.

Description of Error: An invalid appropriation file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit), or blank.

Code: T24

Message: AP-INDEX INVALID

Description of Error: An invalid appropriation file index posting indicator has been entered. Valid values are 01-17 inclusive.

Code: T25

Message: AP-FILE CTL INV.

Description of Error: An invalid appropriation file control posting indicator has been entered. Valid values are "M", "N", and blank.

Code: T26

Message: DF-ADD-SUB INV.

Description of Error: An invalid document file add/subtract posting indicator has been entered

Code: T27

Message: DF-INDEX INV.

Description of Error: An invalid document file index posting indicator has been entered. Valid values are "01" through "04".

Code: T28

Message: DF-FILE-CNTL INV.

Description of Error: An invalid document file match control posting indicator has been entered. Valid values are "M", "N", and blank.

Code: T29

Message: DF-GL-ACCT-INDEX INV.

Description of Error: An invalid document file general ledger index posting indicator has been entered. Valid values are "01" through "08".

| | |
|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T30

Message: DF-PDN-IND INV.

Description of Error: An invalid posting document number indicator has been entered. Valid values are "1" or "2".

Code: T31

Message: OF-ADD-SUB INV.

Description of Error: An invalid document file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

Code: T32

Message: OF-INDEX INV.

Description of Error: An invalid operating file index posting indicator has been entered. The valid value is "01".

Code: T33

Message: OF-GL-ACCT-INDEX INV.

Description of Error: An invalid operating file general ledger posting indicator has been entered. Valid values are "1" through "8".

Code: T34

Message: PF-ADD-SUB INV.

Description of Error: An invalid project department file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

Code: T35

Message: PF-INDEX INV.

Description of Error: An invalid project department file index posting indicator has been entered. Valid values are 01-11.

Code: T36

Message: CC-ADD-SUB INV.

Description of Error: An invalid cash control file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

Code: T37

Message: CC-INDEX INV.

Description of Error: An invalid project department file index posting indicator has been entered. Valid values are '01' - '09'.

Code: T38

Message: CC-FILE-CNTL INV.

Description of Error: An invalid cash control posting indicator has been entered. Valid values are "M", "N", and blank.

Code: T39

Message: SF-ADD-SUB INV.

Description of Error: An invalid subsidiary file add/subtract posting indicator has been entered. Valid values are "+" (debit) or "-" (credit).

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|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T40

Message: SF-INDEX INV.

Description of Error: An invalid subsidiary file index posting indicator has been entered. Valid value is '01'.

Code: T41

Message: SF-GL-ACCT-INDEX INV.

Description of Error: An invalid subsidiary file general ledger account index has been entered. Valid values are '1' - '8'.

Code: T42

Message: CR-INDEX INV.

Description of Error: An invalid cash overlay file index posting indicator has been entered. Valid values are '01' - '50'.

Code: T43

Message: SUBSID INDS REQ.

Description of Error: An invalid subsidiary edit indicator has been entered. The only valid value is "R" when the D14 subsidiary indicator is equal to 'Y' for any of the general ledger accounts.

Code: T44

Message: GL-ACCT-ENTRY INV.

Description of Error: An invalid general ledger account has been entered. If the TD-GLA-EDIT-IND is 'R', then one of the first pair of the GLA's is blank and not the other and both the second and third pairs are blank. Also, if the TD-GLA-EDIT-IND is 'R' and there is data in the third pair, there must be something in the second pair.

Code: T45

Message: INV CWI AND VEI COMB.

Description of Error: An invalid combination of check writing indicator and vendor edit indicator has been entered. If the check writing indicator is not '0', then the Vendor Name Edit indicator must be 'R'.

Code: T46

Message: INV SRCE/PGM COMB.

Description of Error: An invalid combination of Revenue Source and Program Transaction Edit Indicator has been entered. If Revenue Source is equal to 'N', 'R' and 'N', are valid Program Transaction Edit Indicators. If Revenue Source is equal to 'R' or blank, 'N' or blank are the only valid Program Transaction Edit Indicators.

Code: T47

Message: DF-IND-REQ ADD DATA.

Description of Error: The document file indicator requires additional data.

Code: T48

Message: AP-IND-REQ ADD DATA.

Description of Error: The Appropriation File indicator requires additional data.

Code: T49

Message: CC-IND REQ ADD DATA.

Description of Error: The Cash Control File indicator requires additional data.

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|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

906 Transaction Code Decision Table Error Code - "T" Level (Continued)

Code: T50

Message: OF-INDS REQ.

Description of Error: An invalid posting indicator has been entered. If the D14 operating file indicator is equal to 'Y', the posting indicators must not be blank.

Code: T51

Message: DOC CNTL SIGN INV.

Description of Error: An invalid document control sign has been entered. The document control sign must be '+' or '-' value when the document control indicator is non-blank.

907 Vendor Edit Error Codes - "V" Level

Code: V01

Message: INVALID CHAR IN KEY.

Description of Error: Invalid character(s) have been entered in the key. Valid characters are alphas, numerics, space, "-" and "/".

Code: V06

Message: NAME FIELD BLANK.

Description of Error: The vendor name must be entered.

Code: V08

Message: SEARCH TYPE INVALID.

Description of Error: An invalid search type has been entered. If the View or Next function is selected, the search type values must be a 1 or 2.

Code: V10

Message: AGENCY NOT IN D09.

Description of Error: The agency code entered must match an agency code in the D09 subtable.

Code: V11

Message: VENDOR ID BLANK.

Description of Error: An invalid vendor number has been entered. Valid values are alphanumeric, but cannot be all zeros or blanks.

Code: V12

Message: VEND SFX INVALID.

Description of Error: An invalid vendor suffix has been entered. Valid values are 00-99.

Code: V13

Message: VEND ADDR-1 INVALID.

Description of Error: The vendor address cannot be blank.

Code: V14

Message: VENDOR CITY REQUIRED.

Description of Error: Vendor city must not be blank.

Code: V15

Message: VENDOR STATE REQUIRED.

Description of Error: The vendor state cannot be blank.

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|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

907 Vendor Edit Error Codes - "V" Level (Continued)

Code: V16

Message: VENDOR ZIP INVALID.

Description of Error: The vendor zip code entered cannot be blank or zero, and may not contain embedded blanks. If the first position of the zip code is an asterisk (*), then the vendor state is not required.

Code: V17

Message: VENDOR PHONE INVALID.

Description of Error: An invalid vendor phone number has been entered. Valid values are 0-9, or all blanks. Valid values do not include all zeroes or embedded blanks in the last 7 positions.

Code: V18

Message: VENDOR STATUS INVALID.

Description of Error: An invalid vendor status indicator has been entered. Valid values are I (Inactive) or blank.

Code: V19

Message: VEND TYPE INVALID.

Description of Error: An invalid vendor type has been entered. Valid values are 0-9 and A-C.

Code: V20

Message: MIN BUS IND INVALID.

Description of Error: An invalid minority business indicator has been entered. Valid values are 'Y' and blank.

Code: V21

Message: SMALL BUS IND INV.

Description of Error: An invalid small business indicator has been entered. Valid values are 'Y' and blank.

Code: V22

Message: FIPS NOT IN D21.

Description of Error: The FIPS code entered must match a FIPS code in the D21 subtable. If the vendor type value is not a '4', the FIPS code must be blank.

Code: V23

Message: PSD NOT IN D22.

Description of Error: The PSD code entered must match a PSD code in the D22 subtable. If the vendor type is not a 4 or 5, the PSD must be blank.

Code: V24

Message: Enter EIN or SSN.

Description of Error: An EIN and/or SSN is allowed for vendor types 0, 7, and B.

Code: V25

Message: EIN/SSN NOT NUMERIC.

Description of Error: An invalid EIN/SSN has been entered. Valid entry is nine digits.

Code: V26

Message: FIPS NOT ALLOWED.

Description of Error: FIPS is only allowed when Vendor Type = 4.

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|--|-----------------------------------|
| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

907 Vendor Edit Error Codes - "V" Level (Continued)

Code: V27 Message: PSD NOT ALLOWED.

Description of Error: PSD is only allowed when Vendor Type = 4 or 5.

Code: V28 Message: VEND MAIL ADDR INV.

Description of Error: The vendor mail to address is invalid. Address Line 1 cannot be blank if Address Line 2 is nonblank. If Address Line(s) are not blank, the City and State cannot be blank.

Code: V29 Message: MAIL ZIP CODE INV.

Description of Error: The vendor mail to address zip code is invalid.

Code: V30 Message: SOLE PROP/SSN REQ.

Description of Error: If the vendor type = 7 then the sole proprietor, name and SSN number are required.

Code: V32 Message: SOLE PROP NOT ALLOW.

Description of Error: If the vendor type is not 7, a sole proprietor name is not allowed.

Code: V33 Message: PRT/EST/TRT NAME REG.

Description of Error: PRT/EST/TRT Name is required when Vendor Type = A, B, or C.

Code: V34 Message: PRT/EST/TRT NOT ALLOW.

Description of Error: PRT/EST/TRT Name is not allowed when Vendor Type = 0 - 9.

Code: V35 Message: Invalid Bank Name

Description of Error: The bank name must be entered and not be numeric.

Code: V36 Message: Invalid Bank Address

Description of Error: The bank address must be entered.

Code: V37 Message: Invalid Bank Zip

Description of Error: The bank zip code must be numeric.

Code: V38 Message: Invalid Check/Sav Ind

Description of Error: The bank check/saving indicator must be 'C' or 'S'.

Code: V39 Message: Invalid ABA Number

Description of Error: The bank ABA number must be entered.

Code: V40 Message: Bank Acct # Required

Description of Error: The bank account number must be entered.

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| Volume No. 2 - Classification & Coding Structure | TOPIC NO. 60112 |
| Function No. 60100 - CARS | TOPIC TABLE MAINTENANCE |
| | DATE 7/1/94 |

900 Table Maintenance Error Codes and Messages (Continued)

Code: V41

Message: Invalid Phone #

Description of Error: The bank phone # must be entered with numeric values.

Code: V45

Message: SSN Required

Description of Error: If the vendor type is 1 then SSN is required.

Code: V46

Message: EIN Required

Description of Error: The EIN number is required for vendor types 2, 3, 4, 5, 6, 8, 9, A or C.

Code: V48

Message: EIN Not Allowed

Description of Error: If the vendor type is 1 the EIN is not allowed.

Code: V49

Message: SSN Not Allowed

Description of Error: SSN # is not allowed for vendor types 2, 3, 4, 5, 6, 8, 9, A or C.

1000 DOA Contact

Director, General Accounting, (804) 225-2244